

REGULAR COUNCIL MEETING MONDAY, JULY 28, 2014
5:30 P.M.

	1	2
1.0 CALL TO ORDER		
2.0 PLEDGE OF ALLEGIANCE <i>Mayor Laurie Barra</i>		
3.0 ROLL CALL <i>Clerk to Call the Roll</i>		
4.0 APPROVAL OF AGENDA <i>ACTION: Motion to approve the meeting agenda.</i> <i>VOTE REQUIRED</i>		
5.0 APPROVAL OF MINUTES <i>ACTION: Motion to approve minutes of the Regular Council Meeting July 14, 2014.</i> <i>VOTE REQUIRED</i>		
6.0 PUBLIC INPUT ON AGENDA ITEMS <i>Speakers to state name, address, and spell last name. Speakers will be given 5 minutes to address the Council. Comments unrelated to agenda items are accepted during "Public Comments" near the end of the meeting.</i>		
7.0 CONSENT AGENDA		
7.1 Receive and File Monthly Reports: Traffic Safety Minutes dated July 11, 2014 and Police Department June Report.		
7.2 Receive and File Bids for Broadway Veterans Drive Turn Lane, Circle Drive Drainage, Annual Street Maintenance.		
7.3 Receive and File Annual Report of the Pekin Public Library.		
7.4 Resolution No. 105-14/15 – Amending the 2012 Employee Handbook of the City of Pekin.		
8.0 COMMUNICATIONS, PETITIONS, REPORTS		
9.0 NEW BUSINESS		
9.1 Ordinance No. 1462-A335-14/15 – Amending Title 8, Chapter 4, Section 3 F. of the Code of the City of Pekin 1995 Regarding Handicapped Spaces DESCRIPTION: Recommendation of the Traffic Safety Committee to designate an on street handicapped stall at #4 N. 19 th Street, east side of the street approximately the center of the block between Broadway Road and Market Street. ACTION: Motion to adopt the ordinance. VOTE REQUIRED	GN	2

9.2 Ordinance No. 2703-14/15 – Amending Title 6 of the Code of the City of Pekin 1995 Regarding the Administrative Determination of Eligibility Under the Public Employee Disability Act and the Public Safety Employee Benefit Act DESCRIPTION: The addition of Chapter 11 for hearing procedures for PEDDA and PSEBA benefits requests for police and firefighters. ACTION: Motion to adopt the ordinance. VOTE REQUIRED	SN	5
9.3 South Pekin Bus Agreement DESCRIPTION: A three year agreement for transportation of South Pekin Grade School students. ACTION: Motion to approve the agreement. VOTE REQUIRED	TW	5
9.4 Broadway Improvement – Turn Lane at Veterans DESCRIPTION: Project is to remove and replace the damaged pavement that heaved during the past winter for the entire turn lane. ACTION: Motion to approve the bid in the amount of \$77,055.00 and award the contract to Otto Baum. VOTE REQUIRED	MG	3
9.5 Circle Drive Drainage Improvements DESCRIPTION: Storm sewer piping, inlets, manholes, collateral work from Circle Drive down to Parkway Drive to replace collapsed storm sewer caused by eroded hillside. ACTION: Motion to approve the bid in the amount of \$153,155.00 and award the contract to Hoerr. VOTE REQUIRED	MG	3
9.6 Annual Street Maintenance DESCRIPTION: Project limits include Sheridan Road, Kelly Avenue, TAPS Lane, 12th Street provides uniform surface due to extensive patching from cracks, potholes and utility improvements. ACTION: Motion to approve the bid in the amount of \$120,816.00 and award the contract to RA Cullinan & Son a Division of UCM. VOTE REQUIRED	MG	3
9.7 Ordinance No. 2704-14/15 – Authorizing the Purchase of Real Property DESCRIPTION: Acquisition of .71 acre along northern property line of Church of God Right of Way for El Camino extension. ACTION: Motion to adopt the Ordinance. VOTE REQUIRED	DG	3

9.8 Ordinance No. 2705-14/15 – Amending Title 4, Chapter 12 of the Code of the City of Pekin 1995 Regarding Registration of Rental Housing and Lots. DESCRIPTION: Removes non-owner occupied registration from the code that was replaced by adoption of Ordinance No. 2702 Crime Free Property/Nuisance Property Abatement. ACTION: Motion to adopt the ordinance. VOTE REQUIRED	DG	5
9.9 Sara Lane Agreement DESCRIPTION: Agreement for the City to accept improvements by the property owners of the 1500 Block of Sara Lane. Thereafter, the City will accept the dedication of right of way and maintenance of that portion of Sara Lane. ACTION: Motion to approve the agreement. VOTE REQUIRED	MG	3
10.0 ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL 10.1 Staff 10.2 Council 10.3 Five Minute Public Comments 10.4 Press Time		
11.0 EXECUTIVE SESSION 65 ILCS 120/2 (c)		
12.0 ADJOURN No Vote Required		

Column 1 Key:

DG Darin Girdler City Manager
SN Human Resources Director

MG Michael Guerra City Engineer

Column 2 Key:

- 1 A Prosperous Community.** To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
- 2 A Safe Community.** To protect community life and property by providing effective, principled police and fire services.
- 3 A Strong Foundation.** To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
- 4 A High Quality of Life.** To support or provide services that improve the quality of life for Pekin's residents.
- 5 An Effective Government.** To deliver effectively the services that Pekin's residents want, need, and are willing to support.

**PROCEEDINGS OF THE REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
HELD IN THE COUNCIL CHAMBERS OF CITY HALL
111 SOUTH CAPITOL STREET
ON MONDAY, JULY 14, 2014 AT 5:30 O'CLOCK P.M.
LAURIE L. BARRA * MAYOR * PRESIDING**

**PRESENT: COUNCIL MEMBERS, ABEL, GILLESPIE, GOLDEN, ORRICK, HENDRICKS,
MCCABE, AND BARRA**

ABSENT: NONE

The **Pledge of Allegiance** was led by Mayor Barra.

Roll was called. All members were physically present. A quorum was present.

AGENDA

Motion by Council Member Abel, seconded by Council Member Gillespie that the **agenda be approved as presented**. On roll call vote all present voted Aye.

MINUTES

Motion by Council Member Abel, seconded by Council Member Hendricks that the **minutes of the Regular City Council Meeting of June 23, 2014 be approved as written**. On roll call vote; all present voted Aye.

PUBLIC INPUT ON AGENDA ITEMS

Ordinance No. 2702 Crime Free Property:

Matt Stropes Real Estate, 1908 Quail Hollow Road stated he managed over 350 rental units. He endorsed the co-operation that could be gained between tenants, landlords and police from the adoption of the ordinance. Dave Callahan stated he managed 6 rental unit recommended the Council vote yes to the provisions of the ordinance would establish. Dennis Green, Pekin Housing Authority spoke to the education and co-operation the licensing requirements would provide. He gave the example of the difference in problem tenants over the years through communications with the police department.

Bob Bramham, 2108 Velde Drive, addressed the zoning of West Campus. He questioned who owns the property and asked the Council to table the ordinance until the public was told.

Sally Johnson, 1503 N. 13th Street and Steve Schroeder, 900 Eisenhower addressed the Council regarding the Pekin Planning Commission Hearing for a site plan on the West Campus property in connection with the rezoning. Mr. Schroeder stated he represented the building trades union and spoke of his opposition in considering the construction of a General Dollar store in that location. He asked that Council uphold the PPC denial. Jack Staffer, representing General Dollar addressed the Council on the site plan put was told the Site Plan was not an action item on this agenda.

EXECUTIVE SESSION

Motion by Council Member Abel, seconded by Council Member Hendricks that the Council move to Executive Session at 5:45 p.m. to discuss 65 ILCS 120/2 (c) (11.) Potential Litigation. be approved. On roll call vote, all present voted Aye.

Council returned to open session at 6:10 p.m. All members were present.

CONSENT AGENDA

Motion by Council Member McCabe, seconded by Council Member Gillespie that the **CONSENT AGENDA be approved as presented**. The following was presented for consideration of the Consent Agenda items by Omnibus Vote.

7.1 Receive and File Monthly Reports: Human Rights Committee Minutes April 23, 2014 and Tazewell County Animal Control June Report.
7.2 Receive and File Bids for Broadway Reconstruction – Court Street to 8 th Street opened July 8, 2014.
7.3 Receive and File Minutes of the Planning Commission Special Meeting dated June 25, 2014.
7.4 Receive and File Pekin Planning Commission Hearings and Recommendations: a. Hearing #06-1879 recommends the denial for the Rezoning from R-4 (Single Family Residential District) to B-3 (General Business District) located at 207, 210 and 211 N. 9th Street (West Campus Property) b. Hearing #06-1880 Pekin Planning Commission dismissed the Site Plan due to the denial of rezoning of property located at 207, 210 and 211 N. 9th Street (West Campus Property)

On roll call vote all present voted Aye.

NEW BUSINESS

ORDINANCE NO. 1568-A199-14/15 **PROVIDING FOR THE REZONING OF CERTAIN PROPERTY** **PIN #04-04-35-363-001 AND PIN #04-04-35-363-002**

Motion by Council Member McCabe, seconded by Council Member Abel that Ordinance No.1568-A199-14/15 be adopted. Council was presented the rezoning of property from R-4 (Single Family Residential) District to B-3 (General Business) District located at 207,210 and 211 N. 9th Street. The Pekin Planning Commission denied a recommendation of the West Campus property. Attorney Dancey read from an agreement for purchase and sale of the property between the City and Chicago Land Trust section 5.5 Seller Obligation to facilitate rezoning of the property. Council was advised to consider the whole parcel not project specific request from a submitted site plan. Council Member Golden felt the demolition was incomplete as required by the developer. The attorney was questioned if Merle Huff was involved in the development and how the City could enter an agreement not knowing the owner. On roll call vote Ayes Orrick, Gillespie, McCabe, Abel, Hendricks, and Barra; Nay, Golden. Motion Carried.

ORDINANCE NO. 2702-14/15 **AMENDING TITLE 6, CHAPTER 2 OF THE CODE OF THE CITY OF PEKIN 1995** **REGARDING CRIME FREE PROPERTY/NUISANCE PROPERTY ABATEMENT**

Motion by Council Member Gillespie, seconded by Council Member Orrick that Ordinance No. 2702-14/15 be adopted. Officer May Pulliam, Problem Oriented Policing and Chief Greg Nelson presented the tool to assist landlords in dealing with problem tenants and the City to deal with irresponsible landlords who do not address illegal activities on their properties. The licensing of landlord and seminar requirements was intended to educate and foster communication. Council Member Golden expressed his concerns. He felt the ordinance posed a significant time committee of the officer and was unnecessary for landlords. Council Member Orrick stated he would like to see more nuisance property maintenance abatement. On roll call vote Ayes Orrick, Gillespie, McCabe, Abel, Hendricks, and Barra; Nay, Golden. Motion Carried.

Motion by Council Member Golden, seconded by Council Member Orrick that the **PEKIN HOUSING AUTHORITY REHABILITATION CONSULTING CONTRACT** be approved. The Council was informed of the terms and conditions The term of the renewed contract was for a one year term from May 1, 2014-April 30, 2015 with the Housing Authority at \$31,164 annually. Staff addressed Council Member Golden's concern with the position's qualifications exhibit to the contract regarding knowledge of the BOCA Codes. On roll call vote all present voted Aye.

Motion by Council Member Orrick, seconded by Council Member Abel that the **CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT FOR COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT** be approved. Pamela Anderson, Community Development Director presented both the Consolidated Annual Performance Evaluation Report for the Community Development Block Grant (CDBG) entitlement and the 2014 Action Plan Amendment #1. She stated that HUD requires a yearly evaluation report stating the accomplished goals for the past fiscal year and performance measurements based from the Five Year Consolidated Plan. The draft had been on public

review from June 23- July 11, 2014 with a public hearing on July 10, 2014 at 5:00 p.m. Changes to the allocation of dollars required an amendment, reallocated from the 2013 CAPER to 2014 HUD fiscal year projects. Therefore she presented to Council a 2014 Action Plan Amendment. Council Member Golden asked if all ADA ramps had been accounted for and how many of the reported 800 ramps in the 1995 Americans with Disabilities Act Transition Plan had been completed or work left to be compliant. On roll call vote all present voted Aye.

Motion by Council Member Orrick, seconded by Council Member Hendricks that the **2014 ACTION PLAN AMENDMENT #1 FOR COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT** be approved. On roll call vote all present voted Aye.

Motion by Council Member Hendricks, seconded by Council Member Orrick that the **BID FOR BROADWAY RECONSTRUCTION – COURT STREET TO 8TH STREET** be approved **IN THE AMOUNT OF \$214,785.05 AND THE CONTRACT AWARDED TO UNITED CONTRACTORS MIDWEST**. City Engineer Michael Guerra recommended the approval of the low bid to address the deteriorated section of the downtown. He reported that 6th Street would be the detour and that work was scheduled to be completed prior to August 30, 2014. On roll call vote all present voted Aye.

ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

Attorney Dancey acknowledged the time and work that Officer May Pulliam and Attorney Sue Bosich contributed to the completion of the Crime Free Housing Ordinance.

City Engineer Michael Guerra reported Sheridan Road bridge project was being delayed by the rain.

Council Member Abel questioned if the inspections department was writing violations for 8" grass and weeds. Code Enforcement Officer Ron Sieh reported the quantity of hearings that were being conducted on Thursdays and the amounts of mowing work orders requested this summer. Council Member Orrick requested that the property owner at Enterprise Drive in the Business Park be contacted concerning the weeds. The Council Member also extended a welcome to Darin Girdler on his first Council Meeting as Manager.

Douglas Jones, 16526 VFW addressed the Council with his concerns regarding 8 feet weeds, speed of vehicles, and the danger in front of his property during the Veterans Drive extension construction. He asked that the City mow the area.

Bob Bramham, 2103 Velde Drive express his concerns regarding the agreement between the City and the purchaser of the West Campus, his opposition to government checking on landlords, City lots not mowed.

Sally Johnson, 1503 N. 13th asked for confirmation that the City budget was a balanced budget.

Shirley Faichney, 320 State Street, stated Pekin did not need improvements to the Library.

Ann Witzig, 11501 Antioch Tremont, IL, voiced concern that the inspections department did not answer her complaints. She requested the weeds at 1410 S. 12th property be issued a violation.

EXECUTIVE SESSION

Motion by Council Member Hendricks, seconded by Council Member Orrick that the Council move to Executive Session at 8:05 p.m. to discuss 65 ILCS 120/2 (c) (6.) Sale of Municipally Owned Property and (5.) Purchase or Lease of Property be approved. On roll call vote, all present voted Aye.

No further business to come before the Council, motion by Council Member Hendricks, seconded by Council Member McCabe that Council adjourn. Motion carried voice vote. Mayor Barra adjourned the meeting in open session.

COUNCIL ADJOURNED AT 8:05 P.M.

Sue E. McMillan
City Clerk

CITY OF PEKIN TRAFFIC SAFETY COMMITTEE MINUTES
JULY 11, 2014 @ 8:30 a.m.
CITY HALL CONFERENCE ROOM

PRESENT: Greg Nelson, Darin Girdler, Kurt Nelson, Ron Mayeur, Will Taylor, Mike Guerra.
Also present: Bill Scarcliff, Lee Ann Wrhel, Joe Wuellner.

The meeting was called to order at 8:30 a.m.

Greg welcomed new City Manager, Darin Girdler, to the committee.

Old Business:

1. Status – Crosswalk on S. 6th St.

Greg contacted Glayn Worrell regarding this crosswalk. The grade school district feels this crosswalk is necessary. It was noted that this crosswalk would have to have handicapped ramps in place. Mike made a motion to paint the lines for the crosswalk after handicapped ramps are installed in this location. Kurt seconded. All in favor. (After the meeting, Mike sent a follow-up email confirming that there are handicapped ramps in place at Hillyer and S. 6th St.)

2. Review of Pedestrian Crosswalks

After reviewing the list of crosswalks in the city, Greg asked about the crosswalks in three locations. The crosswalk in the 300 Block of Winter St. is in place at the request of First Baptist Church. The crosswalks at N. 8th and State Sts. (one goes across N. 8th St., one goes across State St.) will be removed from the painting schedule.

New Business:

1. Parking Restrictions in Place in 300 Block of S. 4th St.

It was brought to the attention of the committee that on the west side of this block part of it is marked as a snow route and part is marked as no parking. Mike made a motion to make a recommendation to City Council for no parking on the west side of the 300 Block of S. 4th St. and for the east side to be marked as a snow route. Will seconded. All in favor.

2. Parking on Hillyer

Stephanie Brandt, 421 Haines (613-6726) contacted the committee about vehicles parked on the street in this location that are making it hard to get down the street. Residents who will be directly affected by a parking restriction in this location will be sent letters asking for their input and notified that this will be an agenda item for the August meeting.

3. Stoplight Request Red Bud & West Shore Dr.

The committee received a request from Deborah Brown, 601 West Shore Dr., 620-8300 asking for consideration of stoplights at the intersections of Red Bud and West Shore Dr. at Court St. It was noted that Court St. is controlled by IDOT. There was discussion of swapping out the "right turn only" sign on Red Bud with a graphic one and putting a sign across the street indicating "right turn only" so that drivers pulling onto Court St. from Red Bud would have an additional reminder. (After the meeting, Mike sent a follow-up email stating that according to the Pekin Park District, this sign was put up by them to address traffic backing up when the high school lets out for the day. They don't have an issue with the city changing the sign to a graphic one as recommended at the meeting.)

4. *Sidewalk Concern Court St. from Parkway to 14th St.*

The committee received correspondence from Deborah Brown, 601 West Shore Drive, 620-8300 about the condition of the sidewalks on Court St. from Parkway to 14th St. It was noted that the sidewalks will be addressed when the Court St. rehab project is put in place.

5. *Speed of Traffic 1000 Block of S. 10th St.*

Carol Monks, 1006 S. 10th St. (613-6922) attended the meeting to speak on this agenda item. She stated her concerns regarding a recent traffic accident that occurred in that location. She asked for consideration of a stop sign at the intersection of S. 10th St. and Oxford St. It was stated that the accident she referred to was due to excessive speed. Mike explained that S. 10th St. is a through street and further explained that stop signs are designed to control the flow of traffic, not speed. Ron requested that this be a follow-up agenda item for the August meeting for consideration of a stop sign in this location.

6. *Handicapped Parking Sign Request - #4 N. 19th St.*

The Street Department received a request from Edna Layton, #4 N. 19th St. signed by her doctor requesting a handicapped parking sign in front of her residence. Ron made a motion to make a recommendation to City Council to post a handicapped parking sign in this location per the authorization letter signed by the doctor. Will seconded. All in favor. It was noted that the committee should consider the number of handicapped parking spots in the city regarding whether there should be limits to the number of designated spots in any one location.

Around the Table

Carl Hauk, 110 California Rd. attended the meeting asking for consideration of a speed limit sign on California Road from Broadway Rd. to the railroad hump. He stated that the property on the east side of the road in this location is now in the city and the speed limit is not posted there. This will be an agenda item for the August meeting.

Ron asked if signs could be put in place at the crosswalk on Broadway at 20th St. to remind motorists about the law regarding stopping for pedestrians in a crosswalk. These signs will be put in place.

Will requested that a speed limit sign be placed on westbound Broadway west of 14th St. to alert motorists that the speed limit changes to 30 mph in that location.

Will noted that regarding new business item #5, he has done traffic details in that location and he indicated that he is not witnessing motorists speeding there.

Mike received a call from a resident about the extra traffic on Schramm because of the Sheridan Rd. detour. Nothing can be done about motorists going a different way than the designated detour route.

Respectfully Submitted,
Lee Ann Wrhel

NEXT REGULAR MEETING AUGUST 1, 2014 @ 8:30 A.M.



Traffic Safety Committee

July 17, 2014

Stephanie Brandt
421 Haines
Pekin, IL 61554

Dear Ms. Brandt:

This letter is to inform you of the action being considered by the Traffic Safety Committee to address the concern you presented regarding postal employees parking their vehicles on Hillyer (near S. 6th St.) during the workday which causes congestion and visibility problems near the school.

The Traffic Safety Committee, at the August 1, 2014 meeting, will be taking under consideration making the 600 Block of Hillyer either:

Two-hour Parking Monday-Friday from 8:00 a.m. to 5:00 p.m.

or

No Parking 8:00 a.m. - 9:00 a.m. and 2:00 p.m. - 4:00 p.m.

Letters are being sent to all residents in the 600 Block of Hillyer notifying them that this is being considered.

You are welcome to attend the August 1, 2014 meeting which will be held in the City Hall conference room at 8:30 a.m.

Sincerely,

Greg Nelson
Chief of Police
Chairman, Traffic Safety Committee

Traffic Safety Committee Members:

Ron Mayeur, Citizen
Mike Guerra, City Engineer
Kurt Nelson, Fire Chief

Bob Shaw, Street Dept. Superintendent
Will Taylor, Police Officer
Darin Girdler, City Manager



Traffic Safety Committee

July 16, 2014

Michael McCabe
624 Hillyer
Pekin, IL 61554

Dear Mr. McCabe:

This letter is to inform you of the action being considered by the Traffic Safety Committee to address parking concerns in your neighborhood. The committee has received a request to look into restricting parking due to postal employees parking their vehicles on Hillyer (near S. 6th St.) during the workday. This causes congestion and visibility problems near the school.

The Traffic Safety Committee, at the August 1, 2014 meeting, will be taking under consideration making the 600 Block of Hillyer either:

Two-hour Parking Monday-Friday from 8:00 a.m. to 5:00 p.m.

or

No Parking 8:00 a.m. - 9:00 a.m. and 2:00 p.m. - 4:00 p.m.

We are interested in your input. You may either contact us at the number listed below and let us know your preference or you are welcome to attend the August 1, 2014 meeting which will be held in the City Hall conference room at 8:30 a.m.

Sincerely,

Greg Nelson
Chief of Police
Chairman, Traffic Safety Committee

Traffic Safety Committee Members:

Ron Mayeur, Citizen
Mike Guerra, City Engineer
Kurt Nelson, Fire Chief

Bob Shaw, Street Dept. Superintendent
Will Taylor, Police Officer
Darin Girdler, City Manager

CITIZEN LETTERS
MEETING OF JULY 2014
PARKING ON HILLYER

Beau Heilman	608 Hillyer
Etta Dalcher	612 Hillyer
Kelly Vick	616 Hillyer
Leslie Innis	617 Hillyer
Ramon Ramos	618 Hillyer
Connie Anderson	620 Hillyer
Myra Gleason	623 Hillyer
Michael McCabe	624 Hillyer

This is from New Business Item #2 on the July agenda. This will be an agenda item for the August meeting.

**PEKIN POLICE DEPARTMENT
END OF MONTH REPORT FOR JUNE 2014**

	June 2013	May 2014	June 2014
TRAFFIC TICKETS	310	465	449
WARNING TICKETS	98	127	103
OFFENSES	505	390	377
ARRESTS	354	191	204
PARKING TICKETS	133	177	202
STOPS	1145	1001	903

CITY ORDINANCE TICKETS FOR JUNE 2014

NUMBER OF TICKETS WRITTEN 77

NUMBER OF TICKETS PAID OVER THE COUNTER 33

FINES COLLECTED OVER THE COUNTER \$5025

Project: Broadway Improvement - Turn Lane at Veterans.

Date: 7/8/2014

Bid Tab

Bid Items	Unit	Qty	UCM		Otto Baum	
			Unit Price	Total	Unit Price	Total
3 Agg. Base Course Type A 8"	SY	545	\$20.58	\$11,216.10	\$18.00	\$9,810.00
4 PCC Base Crse w/ Fiber	SY	530	\$50.38	\$26,701.40	\$51.00	\$27,030.00
5 Poly HMA Surface Crse, Mix D, N50	TON	65	\$194.61	\$12,649.65	\$225.00	\$14,625.00
6 PVT Removal	SY	530	\$24.13	\$12,788.90	\$16.00	\$8,480.00
7 Agg. Shoulders, Ty B-6"	SY	120	\$26.38	\$3,165.60	\$25.00	\$3,000.00
19 Traffic Control and Protection (spl)	Lsum	1	\$11,341.09	\$11,341.09	\$6,500.00	\$6,500.00
20 Geo. Tech Fabric for Stabilization	SY	560	\$1.73	\$968.80	\$2.50	\$1,400.00
2 Seeding (special)	SY	300	\$10.48	\$3,144.00	\$11.00	\$3,300.00
21 Bit Surface Removal	SY	60	\$50.94	\$3,056.40	\$26.00	\$1,560.00
22 Reflective Crack Control Treatment	LF	270	\$6.28	\$1,695.60	\$5.00	\$1,350.00
Total				\$86,727.54	Total	\$77,055.00

Project: Circle Drive Drainage Improvements
Date: 7/8/2014

Bid Tab

Bid Items	Unit	Qty	Heorr			Total
			Unit Price	Unit Price	Unit Price	
3 Pavement Removal	SY	26	\$10.00			\$260.00
4 Headwall Removal	EA	1	\$250.00			\$250.00
5 Cap conduits	Lsum	1	\$100.00			\$100.00
6 Storm Sewer Removal	FT	48	\$10.00			\$480.00
7 Tree Removal 6-15	Unit	96	\$50.00			\$4,800.00
19 Trem Removal >15	Unit	107	\$75.00			\$8,025.00
20 Topsoil Exc and place	SY	360	\$5.00			\$1,800.00
Comb Curb and Gutter Removal	FT	22	\$10.00			\$220.00
Revmoving inlets	EA	1	\$250.00			\$250.00
Seeding CL 3	AC	0.4	\$20,000.00			\$8,000.00
2 Mulch Method 2	SY	1936	\$3.00			\$5,808.00
21 Concrete Collar SPL	EA	1	\$3,300.00			\$3,300.00
Class D Pavement Patch Ty 2, 8"	SY	5	\$350.00			\$1,750.00
Class D Pavement Patch Ty 3, 8"	SY	23	\$350.00			\$8,050.00
Agg Base Course Ty B 4"	SY	28	\$20.00			\$560.00
Stone Dumped RipRap A4	Ton	88	\$100.00			\$8,800.00
Filter Fabric	SY	11	\$20.00			\$220.00
End Section	EA	1	\$1,700.00			\$1,700.00
Storm Sewer 16"	FT	686	\$77.00			\$52,822.00
Storm Sewer 12"	FT	34	\$65.00			\$2,210.00
Inelt Typ G-1 Double SPL	EA	1	\$8,100.00			\$8,100.00
Manhole 4' Dia TY 1 FR&CL	EA	2	\$3,300.00			\$6,600.00
Manhole 6' Dia TY 1 FR&CL	EA	1	\$5,600.00			\$5,600.00
Manhole 6' Dia SPL FR&CL	EA	1	\$5,800.00			\$5,800.00
Trench Backfill	CY	10	\$50.00			\$500.00
Traffic Control	Lsum	1	\$1,800.00			\$1,800.00
Construction layout	Lsum	1	\$1,800.00			\$1,800.00
Erosion Control	Lsum	1	\$2,000.00			\$2,000.00
Earthwork,	Lsum	1	\$6,800.00			\$6,800.00
Site Preperation	Lsum	1	\$750.00			\$750.00
22 mobilization	Lsum	1	\$4,000.00			\$4,000.00
			Total	Total	Total	\$153,155.00
						\$0.00



Tabulation of Bids

Proposal Guarantee:
Terms:

Printed 7/9/2014



Jeff Brooks • Director

301 South 4th Street • Pekin, IL 61554 • phone: (309) 347-7111 • fax: (309) 347-6587 • e-mail: jbrooks@pekinpubliclibrary.org

Date: July 17, 2014
To: Pekin City Mayor and Council Members
RE: Annual Report of the Pekin Public Library

Please see the attached Library's Annual Report compiled using the State's reporting system. The State Library collects a great deal of statistical and financial data on its public libraries, and the compiled data is made available to all libraries one to two years later. We find that information useful when researching services provided at other libraries with comparable operating budgets, or at libraries in communities with similar EAV and population.

Some of our stats are slightly lower than last year, but we needed to remind ourselves when we saw them about how harsh this past winter was and the number of days we were closed due to snow.

I will be at the July 28th meeting to answer any questions you may have. If you have need of more data, please contact me ahead of the meeting so that I may have time to prepare a meaningful answer.

Sincerely,

Jeff Brooks, Director

IPLAR



As Secretary of State and State Librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians through-out the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.

Sincerely, Jesse White

IDENTIFICATION (1.1 - 1.37)

1.1 ISL Control # [PLSC 151, PLSC 701]	30540
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0422
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Pekin Public Library
1.4b If this locked question's answer has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	301 South Fourth Street
1.5b If this locked question's answer has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Pekin
1.6b If this locked question's answer has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	61554
1.7b If this locked question's answer has changed, then enter the updated answer here.	
1.8a Facility Zip +4 [PLSC 156]	4219
1.8b If this locked question's answer has changed, then enter the updated answer here.	
1.9a Mailing Address [PLSC 157]	301 South Fourth Street
1.9b If this locked question's answer has changed, then enter the updated answer here.	
1.10a Mailing City [PLSC 158]	Pekin
1.10b If this locked question's answer has changed, then enter the updated answer here.	
1.11a Mailing Zip [PLSC 159]	61554
1.11b If this locked question's answer has changed, then enter the updated answer here.	
1.12a Mailing Zip +4 [PLSC 160]	4219
1.12b If this locked question's answer has changed, then enter the updated answer here.	
1.13a Library Telephone Number [PLSC 162]	309-347-7111
1.13b If this locked question's answer has changed, then enter the updated answer here.	
1.14a Library FAX Number	309-347-6587
1.14b If this locked question's answer has changed, then enter the updated answer here.	
1.15 WWW Home Page	http://www.pekinpubliclibrary.org ☐ N/A

Library Director's Information

1.16 Name	Jeff Brooks
1.17 Title	Director
1.18 Library Director's E-mail	jbrooks@pekinpubliclibrary.org

Library Information

1.19a Type of library	City
1.19b If this locked question's answer has changed, then enter the updated answer here.	
1.19c Legal Basis Code [PLSC 201]	Municipal (city, town or village)
1.19d Geographic Code [PLSC 204]	Municipal Government (city, town or village) (exactly)
1.20 Is your library a combined public and school library?	No
1.21 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	☐ N/A
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Administrative Information

1.23a County in which the administrative entity is located [PLSC 161]	Tazewell
1.23b If this locked question's answer has changed, then enter the updated answer here.	
1.23c Metropolitan Status Code [PLSC 710]	Metropolitan Area, but Not Within Central City Limits
	No

1.24 Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a) (2)]	
1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	34,094
1.26b If this locked question's answer has changed, then enter the updated answer here.	
1.27 If the population has changed from the prior year's answer, then indicate the reason.	☐ N/A
1.28a This library is currently a member of what Illinois library system?	RAILS ☐
1.28b If this locked question's answer has changed, then enter the updated answer here.	RAILS ☐
1.28c Interlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative ☐
1.29 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes ☐ N/A
1.30 Does this library have paid staff?	Yes ☐ N/A
1.31 Does this library have an established schedule in which services of the staff are available to the public?	Yes ☐ N/A
1.32 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes ☐ N/A
1.33 Is this library supported in whole or in part with public funds?	Yes ☐ N/A
1.34 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes ☐ N/A
1.35 Number of Central Libraries [PLSC 209]	1 ☐ N/A
1.36 Outlet Type Code [PLSC 709]	Central Library ☐ N/A
1.37 Administrative Structure Code [PLSC 202]	Administrative Entity with a Single Direct Service Outlet ☐ N/A

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	0 ☐ N/A
2.2 Total number of branch libraries [PLSC 210]	0 ☐ N/A

ANNUAL REPORT DATA (3.1 - 3.7)

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2013	05/01/2012
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2014	04/30/2013
3.3 Number of months in this fiscal year	12	12
3.4 Name of person preparing this annual report	Jeff Brooks	Jeff Brooks
3.5 Telephone Number	309-347-7111	309-347-7111
3.6 FAX Number	309-347-6587	309-347-6587 ☐ N/A
3.7 E-Mail Address	jbrooks@pekinpubliclibrary.org	jbrooks@pekinpubliclibrary.org ☐ N/A

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2013/2014?	No ☐ No
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Referenda dates

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7 Conversion - Effective Date (mm/dd/year)	-1 ☒ N/A
4.8 Annexation - Effective Date (mm/dd/year)	-1 ☒ N/A
4.9 Other (please specify)	-1 ☒ N/A
4.10 Other - Effective Date (mm/dd/year)	-1 ☒ N/A
4.11 Other (please specify)	-1 ☒ N/A
4.12 Other - Effective Date (mm/dd/year)	-1 ☒ N/A

CURRENT LIBRARY BOARD (5.1 - 5.14)

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

5.1 Total number of board seats	9 ☒ 9 ☐ N/A
5.2 Total number of vacant board seats	0 ☐ 0 ☐ N/A
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes ☒ Yes ☐ N/A
5.4 IF NO, please explain	☐ N/A

Members

5.5 Name	Tim Williams
5.6 Trustee Position	Other ☐
5.7 Present Term Ends (mm/year)	6/2016
5.8 Telephone Number	☐ N/A
5.9 E-mail Address	☐ N/A
5.10 Home Address	504 South 8th Street ☐ N/A
5.11 City	Pekin ☐ N/A
5.12 State	IL ☐ N/A
5.13 Zip	61554 ☐ N/A
5.14 Zip +4	4710 ☐ N/A

Second member

5.5 Name	Sue Crowell
5.6 Trustee Position	President ☐
5.7 Present Term Ends (mm/year)	6/2015
5.8 Telephone Number	☐ N/A
5.9 E-mail Address	☐ N/A
5.10 Home Address	332 Park Ave ☐ N/A
5.11 City	Pekin ☐ N/A
5.12 State	IL ☐ N/A
5.13 Zip	61554 ☐ N/A
5.14 Zip +4	4470 ☐ N/A

Third member

5.5 Name	Carrie Allen
5.6 Trustee Position	Vice-President ☐
5.7 Present Term Ends (mm/year)	6/2014
5.8 Telephone Number	
5.9 E-mail Address	☐ N/A
5.10 Home Address	914 S Ninth Street
5.11 City	Pekin
5.12 State	IL
5.13 Zip	61554
5.14 Zip +4	3449

Fourth member

5.5 Name	Leslie Leitner
5.6 Trustee Position	Secretary ☐
5.7 Present Term Ends (mm/year)	6/2014

5.8 Telephone Number	
5.9 E-mail Address	☐ N/A
5.10 Home Address	3 Vetter Ct
5.11 City	Pekin
5.12 State	IL
5.13 Zip	61554
5.14 Zip +4	4659

Fifth member

5.5 Name	Randy Turner
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	6/2015
5.8 Telephone Number	
5.9 E-mail Address	☐ N/A
5.10 Home Address	1607 North 8th Street
5.11 City	Pekin
5.12 State	IL
5.13 Zip	61554
5.14 Zip +4	1655

Sixth member

5.5 Name	Jason Juchems
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2016
5.8 Telephone Number	
5.9 E-mail Address	☐ N/A
5.10 Home Address	1306 Catherine
5.11 City	Pekin
5.12 State	IL
5.13 Zip	61554
5.14 Zip +4	3660

Seventh member

5.5 Name	Vickie Koch
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2014
5.8 Telephone Number	
5.9 E-mail Address	☐ N/A
5.10 Home Address	2503 N. Parkway Drive
5.11 City	Pekin
5.12 State	IL
5.13 Zip	61554
5.14 Zip +4	1992

Eighth member

5.5 Name	Bill Craig
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2016
5.8 Telephone Number	
5.9 E-mail Address	☐ N/A
5.10 Home Address	2112 Anderson Ct
5.11 City	Pekin
5.12 State	

5.13 Zip	IL
5.14 Zip +4	61554
	9003

Ninth member

5.5 Name	Mary Jane Sours
5.6 Trustee Position	Other ☐ N/A
5.7 Present Term Ends (mm/year)	6/2015
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	1107 Park Ave
5.11 City	Pekin
5.12 State	IL
5.13 Zip	61554
5.14 Zip +4	4939

FRIENDS GROUP/FOUNDATION (6.1 - 6.2)

6.1 Does your library have a friends group?	Yes ☐ Yes ☐ N/A
6.2 Does your library have a library foundation?	No ☐ No ☐ N/A

FACILITY/FACILITIES (7.1 - 7.2)

7.a Total square footage of the main library building [PLSC 711]	-1	34,000
7.1b If this locked question's answer has changed, then enter the updated answer here.		
7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.		☒ -1 ☐ N/A
7.2 Total square footage of the branch library building(s), if applicable	-3	☒ N/A
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.		☒ -1 ☐ N/A

ASSETS AND LIABILITIES (8.1 - 8.13)

PROPERTY

8.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$7,215,000	\$7,002,000 ☐ N/A
8.2 During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No ☐ No ☐ N/A	

ESTIMATED REPLACEMENT COST

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$865,900	\$840,720 ☐ N/A
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FISCAL ACCUMULATIONS

8.9 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Yes ☐ Yes ☐ N/A
8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	We have 3 funds established by resolution with goals for each fund. Capital Development Maintenance Fund, goal 300,000, raised 219,319. ☐ N/A

LIABILITIES

8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	No ☐ No ☐ N/A
8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	-1 ☒ N/A
8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	☐ N/A

OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)

\$1,023,229 \$949,353 ☐ N/A

STATE GOVERNMENT

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$35,036	\$34,963 ☐ N/A
9.3 Equalization aid grant	\$0	\$0 ☐ N/A
9.4 Personal property replacement tax	\$139,500	\$92,050 ☐ N/A
9.5 Educate and Automate grants (an IL State Library grant)	\$0	\$0 ☐ N/A
9.6 Other	\$0	☐ N/A
9.7 If Other, please specify	-1	-1 ☒ N/A
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$174,536	\$127,013

FEDERAL GOVERNMENT

Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

9.9 LSTA funds received	\$0	\$0 ☐ N/A
9.10 E-Rate funds received	\$1,477	\$1,384 ☐ N/A
9.11 Other federal funds received	\$0	\$0 ☐ N/A
9.12 If Other, please specify	-1	-1 ☒ N/A
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$1,477	\$1,384

OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received	\$0	\$0 ☐ N/A
9.15a Other receipts intended to be used for operating expenditures	\$54,990	\$60,541 ☐ N/A
9.15b Other non-capital receipts placed in reserve funds	\$0	\$0 ☐ N/A
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$54,990	\$60,541

TOTAL OPERATING RECEIPTS

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17 TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$1,254,232	\$1,138,291
9.18 The library safeguards its funds using which option?	Surety Bond	☒ Surety Bond ☐ N/A
9.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$650,000	\$650,000 ☐ N/A
9.20a Is the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes ☒ Yes ☐ N/A	
9.20b Is the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	☒ -1 ☐ N/A	
9.21 The designated custodian of the library's funds is:	Other	☒ Other ☐ N/A
9.22 Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No	☒ No ☐ N/A

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

10.1 Salaries and wages for all library staff [PLSC 350]	\$548,449	\$527,510 ☐ N/A
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$219,155	\$192,055 ☐ N/A
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$767,604	\$719,565
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.		✓ -1 ☐ N/A

MATERIALS EXPENDITURES (11.1 - 11.4)

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

11.1 Printed Materials [PLSC 353]	\$96,935	\$91,918 ☐ N/A
11.2 Electronic Materials [PLSC 354]	\$28,897	\$25,689 ☐ N/A
11.3 Other Materials [PLSC 355]	\$23,310	\$21,908 ☐ N/A
11.4 TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$149,142	\$139,515

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

12.1 All other operating expenditures not included above [PLSC 357]	\$242,969	\$331,054 ☐ N/A
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$1,159,715	\$1,190,134
12.3 Children's Materials Expenditures	\$28,811	\$26,888 ☐ N/A

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

CAPITAL REVENUE

NOTE: Round answers to the nearest whole dollar.

13.1a Local Government: Capital Income from Bond Sales	\$0	\$0 ☐ N/A
13.1b Local Government: Other	\$81,867	\$113,138 ☐ N/A
13.1c Total Local Government (13.1a + 13.1b) [PLSC 400]	\$81,867	\$113,138
13.2 State Government [PLSC 401]	\$0	\$0 ☐ N/A
13.3 Federal Government [PLSC 402]	-1	\$0 ☒ N/A
13.4 Other [PLSC 403]	\$0	\$8,000 ☐ N/A
13.5 If Other, please specify	-1	gifts ☒ N/A
13.6 Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$81,867	\$121,138

CAPITAL EXPENDITURES

13.7 Total Capital Expenditures [PLSC 405]	\$153,871	\$156,230 ☐ N/A
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PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1 Position Title	Library Director	☐ N/A
14.2 Primary Work Area Code	Library Director	☐ N/A
14.3 Secondary Work Area Code [OPTIONAL]	Library Director	☐ N/A
14.4 Education Code	Master's Degree (ALA accredited)	☐ N/A
14.5 Sex	Male	☐ N/A
14.6 Hourly Rate	\$34.42	☐ N/A
14.7 Total Hours/Week	40.00	☐ N/A
14.1 Position Title	Assistant Director	☐ N/A
14.2 Primary Work Area Code	Assistant Library Director	☐ N/A
14.3 Secondary Work Area Code [OPTIONAL]	Adult Services	☐ N/A
14.4 Education Code	Master's Degree (ALA accredited)	☐ N/A
14.5 Sex	Female	☐ N/A
14.6 Hourly Rate	\$25.80	☐ N/A
14.7 Total Hours/Week	40.00	☐ N/A

Group A Total

14.8 Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	2.00	2.00
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Group B

Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9 Position Title	Youth Service Librarian	☐ N/A
14.10 Primary Work Area Code	Children's Services	☐ N/A
14.11 Secondary Work Area Code [OPTIONAL]		☐ N/A
14.12 Education Code	Less than a Bachelor's degree	☐ N/A
14.13 Sex	Female	☐ N/A
14.14 Hourly Rate	\$15.45	☐ N/A
14.15 Total Hours/Week	33.00	☐ N/A
14.9 Position Title	Young Adult Services Coordinator	☐ N/A
14.10 Primary Work Area Code	Young Adult Services	☐ N/A
14.11 Secondary Work Area Code [OPTIONAL]	Adult Services	☐ N/A
14.12 Education Code	Bachelor's Degree: No library science	☐ N/A
14.13 Sex	Female	☐ N/A
14.14 Hourly Rate	\$18.53	☐ N/A
14.15 Total Hours/Week	39.00	☐ N/A

Group B Total

14.16 Total Group B: FTE Other Librarians (14.15/40)	1.80	1.80
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14.17 Total FTE Librarians (14.8 + 14.16) [PLSC 251]

3.80

3.80

Group C

Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18 Total hours worked in a typical week by all Group C employees	423.00	412.50 ☐ N/A
14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$9.50	\$9.50 ☐ N/A
14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$21.11	\$20.50 ☐ N/A
14.21 Total FTE Group C employees (14.18 / 40)	10.58	10.31

Group D

Full-time/part-time pages or shelvers.

14.22 Total hours worked in a typical week by all Group D employees	59.00	67.00 ☐ N/A
14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.25	\$8.25 ☐ N/A
14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$9.47	\$11.50 ☐ N/A
14.25 Total FTE Group D employees (14.22 / 40)	1.48	1.68

Group E

Full-time/part-time building maintenance, security or plant operation employees.

14.26 Total hours worked in a typical week by all Group E employees	48.00	56.00 ☐ N/A
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$11.01	\$10.75 ☐ N/A
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	23.57	23.00 ☐ N/A
14.29 Total FTE Group E employees (14.26 / 40)	1.20	1.40
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	13.25	13.39
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	17.05	17.19

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32 Position Title	☐ N/A
14.33 Primary Work Area Code	☐ N/A
14.34 Education Code	☐ N/A
14.35 Total Hours/Week	☐ N/A
14.36 Number of Weeks Vacant during FY2013/14	☐ N/A
14.37a Annual Salary Range Minimum	☐ N/A
14.37b Annual Salary Range Maximum	☐ N/A

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2013/2014.

14.38 Position Title	☐ N/A
14.39 Primary Work Area Code	☐ N/A
14.40 Education Code	☐ N/A
14.41 Total Hours/Week	☐ N/A
14.42 Current Status: Filled or Unfilled	☐ N/A
14.43 Date Filled (mm/year, if applicable)	☐ N/A

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2012/13 but was not in the budget for FY2013/14.

14.44 Position Title	☐ N/A
14.45 Primary Work Area Code	☐ N/A
14.46 Education Code	☐ N/A
14.47 Total Hours/Week	☐ N/A

14.48 Date Eliminated (mm/year)	☐ N/A
14.49 Last Annual Salary Paid	☐ N/A
14.50 Reason Eliminated (i.e. lack of funds or need, etc.)	☐ N/A

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

15.1 Monday Open?	Yes ☒ Yes ☐ N/A
15.2 Based on a typical Monday, how many hours was the library open on this day?	11.00 11.00 ☐ N/A
15.3 Tuesday Open?	Yes ☒ Yes ☐ N/A
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	11.00 11.00 ☐ N/A
15.5 Wednesday Open?	Yes ☒ Yes ☐ N/A
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	11.00 11.00 ☐ N/A
15.7 Thursday Open?	Yes ☒ Yes ☐ N/A
15.8 Based on a typical Thursday, how many hours was the library open on this day?	11.00 11.00 ☐ N/A
15.9 Friday Open?	Yes ☒ Yes ☐ N/A
15.10 Based on a typical Friday, how many hours was the library open on this day?	9.00 9.00 ☐ N/A
15.11 Saturday Open?	Yes ☒ Yes ☐ N/A
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00 8.00 ☐ N/A
15.13 Sunday Open?	No ☒ No ☐ N/A
15.14 Based on a typical Sunday, how many hours was the library open on this day?	0.00 0.00 ☐ N/A
15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6 6 ☐ N/A
15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	6 5 ☐ N/A
15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	4 4 ☐ N/A
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,172 3,172 ☐ N/A
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	0 0 ☐ N/A
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	3,172 3,172
15.19 Total annual visits/attendance in the library [PLSC 501]	170,779 176,072 ☐ N/A
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52 52 ☐ N/A

PROGRAMS & ATTENDANCE (16.1 - 16.8)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1 Total Number of Adult Programs	127 137 ☐ N/A
16.2 Adult Program Attendance	1,719 2,045 ☐ N/A
16.3 Total Number of Young Adult Programs [PLSC 602]	34 28 ☐ N/A
16.4 Young Adult Program Attendance	295 230 ☐ N/A
16.5 Total Number of Children's Programs [PLSC 601]	551 482 ☐ N/A
16.6 Children's Program Attendance [PLSC 604]	13,999 11,969 ☐ N/A
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	712 647
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	16,013 14,244

REGISTERED USERS (17.1 - 17.4)

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	16,124 16,524 ☐ N/A
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	248 188 ☐ N/A
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$5,087.00 \$6,734.09 ☐ N/A
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	16,372 16,712
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes ☒ Yes ☐ N/A

RESOURCES OWNED (18.1 - 18.15)

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

18.1 Books Held at end of the fiscal year [PLSC 450]	109,632	114,087 ☐ N/A
18.2 Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of the fiscal year	12	12 ☐ N/A
18.3 Are these counts a volume count OR a title count	Title ☐ Title ☐	N/A
18.4 Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year	144	153 ☐ N/A
18.5 Are these counts a volume count OR a title count	Title ☐ Title ☐	N/A
18.6 Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	109,788	114,252
18.7 Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year [PLSC 460]	2,103	1,991 ☐ N/A
18.8 E-books Held at end of the fiscal year [PLSC 451]	5,572	3,448 ☐ N/A
18.9a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	6,193	5,671 ☐ N/A
18.9b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	1,129	888 ☐ N/A
18.10a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	7,233	6,722 ☐ N/A
18.10b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0	0 ☐ N/A

Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11 Local License negotiated by the local library	9	0 ☐ N/A
18.12 State License negotiated by the Illinois State Library [PLSC 457]	22	22
18.13 Other consortia within the state or region	0	0 ☐ N/A
18.14 Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	31	22

Children's Holdings

18.15 Children's Holdings	36,508	35,486 ☐ N/A
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USE OF RESOURCES (19.1 - 19.13)

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year.

19.1 Number of adult materials loaned	186,935	189,572 ☐ N/A
19.2 Number of children's materials loaned [PLSC 551]	79,415	82,830 ☐ N/A
19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]	266,350	272,402

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4 Books	139,425	137,039 ☐ N/A
19.5 Videos/DVDs	64,329	67,480 ☐ N/A
19.6 Audios (include music)	18,154	18,105 ☐ N/A
19.7 Magazines/Periodicals	5,430	6,476 ☐ N/A
19.8 Other Formats	295	347 ☐ N/A
19.9 TOTAL (Sum of 19.4-19.8)	227,633	229,447
19.10 Number of interlibrary loans loaned to other libraries [PLSC 553]	18,415	18,314 ☐ N/A
19.11 Number of interlibrary loans borrowed from other libraries [PLSC 554]	12,612	12,567 ☐ N/A
19.12 Does your library participate in reciprocal borrowing?	Yes ☐ Yes ☐ N/A	
19.13 IF YES, report the number of materials loaned	19,033	18,792 ☐ N/A
19.14 Circulation of Electronic Materials [PLSC 552]	8,093	☐ N/A

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked.

20.1 Adult Department	14,850	17,400 ☐ N/A
20.2 Children's Department	6,600	4,800 ☐ N/A
20.3 TOTAL (20.1 + 20.2) [PLSC 502]	21,450	22,200

AUTOMATION (21.1 - 21.5)How many of the following does your library have?
Windows/PC Compatible Computers

21.1 Total number of ALL computers in the library	60	60 ☐ N/A
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	35	35 ☐ N/A
21.3 Is your library's catalog automated?	Yes ☒ Yes ☐ N/A	
21.4 Is your library's catalog accessible via the web?	Yes ☒ Yes ☐ N/A	
21.5 Does your library have a telecommunications messaging device for the hearing impaired?	No ☒ No ☐ N/A	

INTERNET (22.1 - 22.20)

22.1 Does your library have Internet access?	Yes ☒ Yes ☐ N/A
22.2 Does your library have wireless Internet access?	Yes ☒ Yes ☐ N/A

What Internet provider(s) does your library use? (Check all that apply)

22.3 Illinois Century Network (ICN)	☐ Yes
22.4 Other	☒ Yes
22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	Other ☐ Other ☐ N/A

What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)

22.6 DSL	☐ Yes
22.6 Cable	☐ Yes
22.6 Wireless	☒ Yes
22.6 Satellite	☐ Yes
22.6 Fiber	☒ Yes
22.6 Leased Line	☐ Yes
22.6 Network (State, Regional, Municipal)	☐ Yes
22.6 Dial-up	☐ Yes
22.6 Don't know	☐ Yes
22.6 Other	☐ Yes
22.6 N/A	☐ Yes

Internet

22.7 What is the maximum speed of your library's Internet connection? (Select one)	6.4 - 43 Mbps ☒ 6.4 - 43 Mbps ☐ N/A
22.8 If Other, please specify	-1
22.9 Has your library board adopted an Internet public access policy?	Yes ☒ Yes ☐ N/A
22.10 How many Internet computers does your library have available for public use? [PLSC 650]	29 29 ☐ N/A
22.11 Report the number of in-library users of public Internet computers in a year [PLSC 651]	56,221 60,782 ☐ N/A
22.12 Report the annual number of views of your library's homepage	37,905 34,068 ☐ N/A
22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes ☒ Yes ☐ N/A
22.14 Does your library utilize Internet filters?	Yes ☒ Yes ☐ N/A
22.15 IF YES, when did your library start using filters? (mm/year)	04/2002 04/2002 ☐ N/A

IF YES, which Internet stations have filters?

	22.16a All	22.16b Some
Staff	☒ Yes	☐ Yes
Public	☒ Yes	☐ Yes
Children	☒ Yes	☐ Yes
Young Adult		

	☒ Yes	☐ Yes
Adult	☒ Yes	☐ Yes

E-RATE (23.1 - 23.3)

23.1 Did your library apply directly for E-rate (telecommunications discounts) for the fiscal year?	Yes ☒ Yes ☐ N/A
23.2 IF YES, what is the dollar amount that your library was awarded for FY2013/14?	\$1,477 \$1,384 ☐ N/A
23.3 Why did your library NOT participate in the E-rate program?	☒ -1 ☐ N/A

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$7,776 \$5,231 ☐ N/A
24.2 Does this include travel expenses?	Yes ☒ Yes ☐ N/A
24.3 How many hours of training did employees receive this year?	716.00 250.00 ☐ N/A

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?	☐ N/A
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PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)

Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for fiscal year FY2013/2014."
NOTE: If there ARE any errors or discrepancies, please list and explain fully.
3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

[75 ILCS 16/30-65(a)(1),(c)(d)]

CERTIFICATION PAGE**ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)
CERTIFICATION PAGE
FISCAL YEAR 2013/14****INSTRUCTIONS:**

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, and all other required attachments directly to the Illinois State Library.

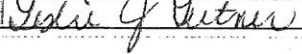
Certification Form

Name of Community	Pekin
Name of Library	Pekin Public Library
Fiscal Year State Date:	05/01/2013
Fiscal Year End Date:	04/30/2014

Certification:

This Illinois Public Library Annual Report (IPLAR is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; and, (3) agree that the IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

	Signature	Date
Library Director		June 24, 2014
President		June 24, 2014
Secretary		June 24, 2014

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the Verify button located in the top right quadrant.
2. Review the form and resolve any required fields or edit checks, they will be highlighted in red. In the case of Edit Checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select Submit/Lock NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information.

¹, 18.8 more funding this year for e-books (3054000-2014-06-16)

², 22.10 No space for more terminals (3054000-2014-06-16)



REQUEST FOR COUNCIL ACTION

To: Mayor Barra and Council Members

CC: Darin Girdler, Sue McMillan, & City Attorney

From: Sarah Newcomb

AGENDA ITEM: Amend Employee Handbook

AGENDA DATE REQUESTED: July 28, 2014

ACTION REQUESTED: Approve amendments to the Employee Handbook to reflect and clarify new laws, regulations and procedures within the City of Pekin.

BACKGROUND:

The Employee handbook was fully revised in 2012 and the attached revisions are a result of changes in recent laws and regulations. The proposed amendments to the Employee Handbook include changes to internal procedures regarding the Public Safety Employee Benefits Act, reflect and clarify the concealed carry law and distracted driving and hands free devices as they pertain to our employees, workplace violence and the smoking policy for City employees. The MLK Jr holiday is considered a holiday in the union contracts, so adding the Martin Luther King, Jr. holiday to the employee handbook gives that holiday to the remaining (non-union) employees. I have included the red-lined version to emphasize the proposed language changes.

FINANCIAL IMPACT: None

NEIGHBORHOOD CONCERNS: n/a

IMPACT IF APPROVED: Current document will reflect law and procedural changes

IMPACT IF DENIED: Our documentation will be out of compliance with federal and state laws

ALTERNATIVES: n/a

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: A more effective government

REQUIRED SIGNATURES

Department Director

Date

Finance Department

(Certification of Availability of Funds)

Date

Corporation Counsel

(Certification of Review)

Date

City Manager

Date

RESOLUTION NO. 105-14/15

***A RESOLUTION AMENDING THE EMPLOYEES HANDBOOK
OF THE CITY OF PEKIN***

WHEREAS, the Employee Handbook is intended to serve as a guideline for reference to the day-to-day administration of the human resources policies, practices, and work rules and also outlines various employee benefit programs; and

WHEREAS, the City of Pekin adopted Resolution No. 57-12/13 Adopting the Employee Handbook 2012 of the City of Pekin on September 24, 2012; and

WHEREAS, the Employee Handbook replaced the Employee Personnel Policy; and.

WHEREAS, after further review by staff it is in the best interest of the City of Pekin to adopt an amendment to Employee Handbook 2012 of the City of Pekin to reflect and clarify new laws, regulations and procedures in the following sections:

- 4.2 INSURANCE BENEFITS
- 4.11 HOLIDAYS
- 6.1 SAFETY
- 8.3 CITY VEHICLES AND DRIVING ON CITY BUSINESS
- 8.4 WORKPLACE VIOLENCE
- 8.12 SMOKING POLICY

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF PEKIN, PEKIN, ILLINOIS**, as follows:

SECTION I. The City Council of the City of Pekin finds as facts the recitals hereinabove set forth.

SECTION II. That the City of Pekin Amendments to the Employee Handbook presented to the City Council attached hereto as Exhibit A and the same are hereby adopted.

ADOPTED AND APPROVED at a regular meeting of the Council of the City of Pekin, this
28th day of July, 2014.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

APPROVED this _____ day of _____, 2014

MAYOR

ATTEST:

CITY CLERK

Employee Handbook Amendments July 2014

4.2 INSURANCE BENEFITS

PSEBA/PEDA Hearing Procedure The Public Employee Disability Act (PEDA) and the Public Safety Employee Benefits Act (PSEBA) provide continuing benefits for eligible employees injured in the line of duty. The City of Pekin Ordinance provides the procedure by which an eligible employee may apply for such benefits. The procedure includes a sworn and notarized statement from the employee along with a request for benefits stating information for all family members covered under the request. Within thirty (30) days after receipt of request, the City Manager will direct the City Clerk to schedule an administrative hearing to be presided over by an appointed Hearing Officer. Final determination of benefits shall be made by the Hearing Officer.

4.11 HOLIDAYS The City provides non-exempt employees holiday pay upon hire. The City-recognized Holidays are New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, day after Thanksgiving, Christmas Day and Martin Luther King, Jr. Day

6.1 SAFETY

Concealed Carry Employees may not possess or use any weapon except for Illinois certified Peace Officers, at any time while on duty in the employment for the City of Pekin or in any City of Pekin owned, leased, or controlled building or vehicle, including anywhere that City business is conducted. This policy also applies to City of Pekin sponsored functions such as parties or picnics and other such events.

Regardless of whether an employee possesses a concealed carry weapon permit or is allowed by law to possess a weapon, weapons are prohibited in any City controlled building or vehicle or in any location in which the employee represents the City of Pekin for business purposes.

If otherwise permitted by law, employees who lawfully possesses a firearm may transport or store the firearm in a locked, privately owned motor vehicle in any City of Pekin parking lot or other designated parking area provided that the firearm is (1) locked in the trunk of the employee's vehicle, (2) kept in the glove compartment or closed console of the employee's locked vehicle, or (3) stored out of plain sight in the employee's locked vehicle.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation including all firearms, illegal knives or other weapons covered by the law. Legal chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy. If you have a question about whether an item is covered by this policy, please call the Human Resources Office. You will be held responsible for making sure that any potentially covered item you possess is not prohibited by this policy. Only the Police Chief, or his designee, may authorize the carrying of or use of a weapon while serving in employment of the City of Pekin

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

8.3 CITY VEHICLES AND DRIVING ON CITY BUSINESS

Any employee who drives a City vehicle is expected to treat it with care. Any employee who abuses a City vehicle through lack of care or unsafe or distracted driving will be subject to disciplinary action up to and including termination. In the event of an accident involving a City vehicle or while on City business, the employee must report all information immediately to their supervisor.

When driving a City vehicle or personal vehicle on City business, employees are prohibited from using cell phones, which are not hands free, and any other electronic equipment. Employees should safely pull off the road and come to a complete stop before dialing, talking, texting, or using any electronic equipment. Distracted driving is considered a serious offense and employees must be aware of their surroundings and their concentration levels at all times.

City vehicles are intended to be driven by the assigned employee or agent only of the City. Operators of City vehicles and anyone driving on City business must comply with all applicable motor vehicle laws and regulations, including laws governing cell phone use and use of electronic communications and equipment, and drivers must possess a valid driver's license. There shall be no unauthorized drivers or passengers in City vehicles. The use of personal vehicles on City property for City work, other than travel to and from meetings, is prohibited.

All drivers and passengers in City vehicles are required to wear safety belts. City vehicles may not be driven for private use unless specific arrangements have been made in advance. Illegal drugs or chemicals are not allowed in a City vehicle at any time and no driver who has been drinking alcohol or is under the influence of alcohol, drugs, or chemicals is allowed to drive a City vehicle.

The improper, careless, negligent, or unsafe operation of City vehicles, as well as excessive or avoidable traffic and parking violations, loss of license and any other violation of this policy can result in disciplinary action, up to and including termination of employment.

Employees shall immediately report, in writing, all damage to the City vehicles and equipment, and file such reports which contain all known facts surrounding the cause and nature of the damage.

8.4 Workplace violence

The City is committed to preventing workplace violence and to maintaining a safe work environment. All employees and public should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from City premises without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, or member of the public will not be tolerated. All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.

The City's goal is to have quality employees portraying a professional image throughout the workday. Bullying will not be tolerated. Acts, omissions, or both, that a reasonable person would find abusive, based on the severity, nature and frequency of the conduct, including, but is not limited to: repeated verbal abuse such as the use of derogatory remarks, insults, and epithets; verbal, non-verbal, or physical conduct of a threatening, intimidating, or humiliating nature; or the sabotage or undermining of an employee's work performance. It shall be considered an aggregating factor if the conduct exploited an employee's known psychological or physical illness or disability. A single act normally may not constitute abusive conduct, but an especially severe and egregious act may meet this standard.

The City will promptly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.

8.12 SMOKING POLICY

All City-owned or operated buildings and vehicles are non-smoking areas. Smoking and the use of tobacco products, including electronic cigarettes or any other device that converts liquid nicotine into a form inhaled by the consumer, is prohibited in any enclosed building and within 15 feet of any entrance or exit.



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk

From: Greg Nelson, Police Chief

AGENDA ITEM: Amend Traffic Code Regarding Handicapped Parking Areas

AGENDA DATE REQUESTED: July 28, 2014

ACTION REQUESTED: Designate an on-street handicapped stall on N. 19th Street, east side of street, ~~170'~~^{300'} north of Broadway Rd.

BACKGROUND: A resident of the Pekin Housing Authority requests on-street ADA parking on N. 19th Street due the proximity to the unit and the distance to the parking lot west of the complex.

FINANCIAL IMPACT: One sign at a cost of up to \$150.

NEIGHBORHOOD CONCERNS: No significant concerns.

IMPACT IF APPROVED: Would allow additional ADA parking for a Pekin Housing Authority resident who supplied proper medical validation.

IMPACT IF DENIED: ADA parking is also available in the west parking lot of the Pekin Housing Authority.

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes]

- ☐ **A Prosperous Community.** To promote and sustain a balanced economy that supports expansion and retention of Family-way jobs.
- ☒ **A Safe Community.** To protect community life and property by providing effective, principled Police and Fire services.
- ☐ **A Strong Foundation.** To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
- ☐ **A High Quality of Life.** To support or provide services that improves the quality of life for Pekin's residents.
- ☐ **An Effective Government.** To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Director



7.16.14

Date

Finance Department

(Certification of Availability of Funds)

Date

Corporation Counsel

Date

City Manager

Date

ORDINANCE NO. 1462-A335 - 14/15

**AN ORDINANCE AMENDING TITLE 8, CHAPTER 4, SECTION 3 F.
OF THE CODE OF THE CITY OF PEKIN 1995
REGARDING HANDICAPPED SPACES**

WHEREAS, the Code of the City of Pekin 1995 was adopted on April 10, 1995, and duly published in book form;

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and function pertaining to its government and its affairs; and

WHEREAS, the Traffic Safety Committee reviewed the request of a handicapped resident and proper form signed by the resident's doctor for placement of a handicapped parking space in front of #4 on the eastside of N. Nineteenth Street, approximately 300' north of Broadway Road at the meeting of July 11, 2014; and

WHEREAS, the Traffic Safety Committee recommends to Council to consider designating on-street handicapped spaces #4 N. .Nineteenth Street; and

WHEREAS, it is in the best interests of the safety and welfare of the residents of the City of Pekin, Tazewell County, Illinois to adjust the Code to reflect the current handicapped space signs that are in place in town; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS:

1. That Title 8, Chapter 4, Section 3. F. be amended by adding the following designated Handicapped Spaces:

Control	On Street	At or From	To	Direction	Location
Handicapped	N. Nineteenth St	Broadway Rd	Market St	North	2 nd space appr center of blk

BE IT FURTHER ORDAINED that all other parts of the Code of the City of Pekin 1995 as amended except as modified herein are hereby reaffirmed and ratified and are in full force and effect.

BE IT FURTHER ORDAINED that all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect upon its passage, approval and publication as required by law.

PASSED AND APPROVED at the regular meeting of the City Council of the City of Pekin, this _____ day of _____, 2014 and upon roll call the vote was as follows:

AYES:

NAYS:

ABSENT:

ABSTAINING:

APPROVED this _____ day of _____, 2014

Mayor

ATTEST:

City Clerk



SHERWOOD DR

MARKET ST

N 19TH ST

BROADWAY RD

N 20TH ST

Unit #4





REQUEST FOR COUNCIL ACTION

To: Mayor Barra and Council Members

CC: Darin Girdler, Sue McMillan, & City Attorney

From: Sarah Newcomb

AGENDA ITEM: PSEBA/PEDA Hearing Procedure/Ordinance

AGENDA DATE REQUESTED: July 28, 2014

ACTION REQUESTED: Approve change to City Code to add a new chapter for hearing procedures for PEDA and PSEBA benefits requests by police and firefighters.

BACKGROUND:

The Public Employee Disability Act (PEDA) and the Public Safety Employee Benefits Act (PSEBA) both provide disability benefits to police and firefighters injured in the line of duty. PEDA provides for the continuation of salary benefits when an officer or firefighter is injured in the line of duty to the extent he/she can no longer perform the duties of the position. PSEBA provides health insurance benefits to the same group of catastrophically injured employees and their dependents for life. Currently the City does not have a set procedure in place for awarding those benefits after the Police and Fire Pension boards have awarded a disability pension.

FINANCIAL IMPACT: None

NEIGHBORHOOD CONCERNS: n/a

IMPACT IF APPROVED: Chapter 1 of the City Code will be changed

IMPACT IF DENIED: Without a procedure in place the City could be open to litigation over these benefits.

ALTERNATIVES: n/a

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: A more effective government

REQUIRED SIGNATURES

Department Director

Date

Finance Department

(Certification of Availability of Funds)

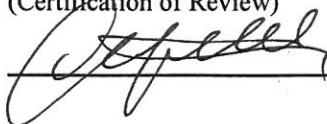
Date

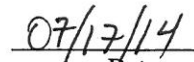
Corporation Counsel

(Certification of Review)

Date

City Manager




07/17/14
Date

ORDINANCE NO. _____

ORDINANCE NO. 2703-14/15

**AN ORDINANCE AMENDING TITLE 6 OF THE CODE OF THE CITY OF PEKIN
BY ADDING CHAPTER 11 REGARDING THE ADMINISTRATIVE
DETERMINATION OF ELIGIBILITY UNDER THE PUBLIC EMPLOYEE
DISABILITY ACT AND THE PUBLIC SAFETY
EMPLOYEE BENEFITS ACT**

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Pekin, as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and

WHEREAS, the Public Employee Disability Act (PEDA) provides continuing pay benefits for eligible employees injured in the line of duty such that they are unable to perform their duties; and

WHEREAS, the Public Safety Employee Benefits Act (PSEBA) provides health insurance benefits for eligible individuals following a death or catastrophic injury suffered in the line of duty; and

WHEREAS, neither PEDA nor PSEBA provide the method by which a potentially eligible person thereunder may apply for and receive benefits; and

WHEREAS, the Mayor and City Council believe, and hereby declare, that it is in the best interests of the City to establish an administrative hearing procedure in order to determine eligibility of a person under PEDA or PSEBA;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. A new Chapter 11 shall be and is hereby added to Title 6 of the Code of the City of Pekin. Such Chapter 11 shall be and is read as follows:

CHAPTER 11

**ADMINISTRATIVE DETERMINATION OF ELIGIBILITY UNDER THE PUBLIC
EMPLOYEE DISABILITY ACT AND THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT**

SECTION:

6-11- 1: Purpose

6-11- 2: Required Information

6-11- 3: Procedure

6-11- 4: Administrative Hearing

6-11- 5: Administrative Composition

6-11- 6: Appointment of the Hearing Officer

6-11-1. Purpose: The purpose of this chapter is to provide a fair and efficient method of determining the eligibility of an employee for the benefits enumerated under the Public Safety Employee Benefits Act ("PSEBA") (820 ILCS 320/1 et seq.) and the Public Employee Disability Act ("PEDA") (5 ILCS 345/1 et seq.), as they exist now or are hereafter amended, by applying for and participating in an administrative hearing. All benefits provided employees pursuant to either PEDA or PSEBA will be consistent with the respective Act.

6-11-2. Required Information: Any person requesting PSEBA or PEDA benefits shall file along with such request the following information in a sworn and notarized statement to apply for PSEBA or PEDA benefits to the Human Resources Director or designee:

1. The requester's name, address, telephone number, and date of birth, and;
2. The requester's employment description, including the name of the employer, department (if applicable), job-title or position, and rank;
3. A detailed statement of the nature of the claim for benefits, giving full particulars thereof, including, but not limited to the following:
 - a. A description of the disabling injury or, if the eligibility is premised upon a death, provide the same information requested below with respect to injury, as is relevant;
 - b. An explanation regarding how the injury disables the requester from duty;
 - c. A detailed explanation of when and how the injury occurred, including an explanation of each of the following to the extent they apply: how the injury was sustained in the line of duty, in response to fresh pursuit, as a result of an unlawful act perpetrated by another, during the investigation of a criminal act, and in response to what is reasonably believed to be an emergency.
 - d. If the injury was sustained during a response to what was reasonably believed to be an emergency, the Application shall also provide a detailed explanation of the emergency, including a description of the unforeseen circumstance, the danger that was imminent to person or property (if any), why an urgent response was required, and what urgent response was made.
4. A request for PSEBA benefits shall also provide the following information:
 - a. The name, birth date and address for any eligible spouse and dependent children, if applicable;
 - b. Whether and when a disability pension was awarded, a description of the same, and a copy of any order or document granting the disability pension.

6-11-3. Procedure: Within thirty (30) days after receiving the information required under 6-11-2, the City Manager shall determine whether sufficient documentation and information has been presented to warrant approval of the requested benefit(s).

1. If the City Manager determines the information in his possession is sufficient to warrant approval of the requested benefit, he shall issue a decision granting the benefit requested in a manner consistent and in accordance with the applicable Act(s).
2. If the City Manager determines the documentation or information available to him does not conclusively establish the requester's eligibility, he shall notify the City Clerk to schedule and send notice for an administrative hearing to determine eligibility.

6-11-4. Administrative Hearing: An administrative hearing shall be held to adjudicate and determine whether the requester is eligible for requested benefit(s). If the employee is found eligible, the employee benefits shall be consistent with the Act.

1. *Notice.* Upon direction from the City Manager, the City Clerk shall schedule an administrative hearing and provide Notice of the same to the requester that states the purpose of the administrative hearing is to determine the requester's eligibility for the benefit(s) for which he has applied, and provides the date, time and location for the administrative hearing.
2. *Record.* Either an audio recording or a transcript prepared by a certified court reporter shall serve as the record of proceedings.
3. *Procedures.* A Hearing Officer shall preside over the administrative hearing. The requester shall begin the hearing by presenting the facts supporting his eligibility for the requested benefit(s). The City may then present additional information to assist the hearing officer in determining whether the requester is eligible. The requester and the City may both be present during the hearing, be represented by legal counsel at their own individual cost, present and cross-examine witnesses or evidence, and may request the issuance of subpoenas to compel the appearance of relevant witnesses or the production of relevant documents.
4. *Evidence.* The Hearing officer has discretion over the admission of evidence and he shall be guided by the rules of evidence as set forth in the Illinois Code of Evidence.
5. *Final Determination.* The determination of eligibility for the requested benefit by the hearing officer shall constitute a final determination for the purpose of judicial review under the common law writ of certiorari.

6-11-5. Administrative Composition: The system of the administrative hearing shall be comprised of a hearing officer who shall have all of the authority and powers granted to him under the common law relative to the conduct of an administrative hearing, including the power to:

1. Preside over all City hearings involving the PSEBA or PEDAs;
2. Administer oaths;
3. Consider information submitted with each request and to evaluate compliance with this Chapter.
4. Hear testimony and accept evidence that is relevant to the issue of eligibility of benefits under the Acts;
5. Issue subpoenas to secure attendance of witnesses and the production of relevant papers or documents upon the request of the parties or their representatives;
6. Rule upon objections in the admissibility of evidence;
7. Preserve and authenticate the record of the hearing and all exhibits in evidence introduced at the hearing;
8. Issue a determination based on the evidence presented at the hearing, the determination of which shall be in writing and shall include a written finding of fact, decision and order.

6-11-6. Appointment of the Hearing Officer: The City Manager is hereby authorized to appoint a person to hold the position of a hearing officer for each and every individual hearing that shall come before this City pursuant to this Chapter. In making said selection, the City Manager shall consider all pertinent information. He may use the following as a guide in making his appointment:

1. the candidate's ability to comply with the job description as set forth herein;
2. the candidate's background and performance data made available to the City Manager on file with the City or otherwise obtained by the City;
3. the candidate's being licensed to practice law in the State of Illinois for least three (3) years or more and has the knowledge and experience in employment and labor law, general civil procedure, the rules of evidence, and administrative practice to perform competently as a hearing officer.

6-11-7. Health Insurance Pending Final Determination: Until a final administrative or judicial determination of PSEBA eligibility has been made, a public safety employee shall be entitled to maintain his/her prior health insurance as a City employee. However, until a final, unappealable determination of PSEBA eligibility has been made, a public safety employee, or his/her representative, shall be responsible for the prompt payment of all health insurance premiums as though the public safety employee was not eligible for PSEBA benefits. Should the public safety employee be found to be eligible for PSEBA benefits by virtue of a final, unappealable administrative or judicial determination, the public safety employee, or his/her representative, shall be promptly reimbursed by the City for any out-of-pocket health insurance premiums paid

from the date of the employee's catastrophic, PSEBA-related injury death or the date on which an applicable pension board awarded the relevant line-of-duty disability pension.

Section 5. This Ordinance is hereby ordered to be published in pamphlet form by the City Clerk and said Clerk is ordered to keep at least three (3) copies hereof available for public inspection in the future and in accordance with the Illinois Municipal Code.

Section 6. This Ordinance is in addition to all other ordinances on the subject and shall be construed therewith excepting as to that part in direct conflict with any other ordinance, and in the event of such conflict, the provisions hereof shall govern.

Section 7. This Ordinance shall be in full force and effect from and after its passage, approval and ten (10) day period of publication in the manner provided by law.

PASSED AND APPROVED at the regular meeting of the City Council of the City of Pekin, this _____ day of _____, 20____; and upon roll call the vote was as follows:

AYES:

NAYS:

ABSENT:

ABSTAINING:

APPROVED this _____ day of _____, 20____

Mayor

ATTEST:

City Clerk



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk

From: Transportation Department

AGENDA ITEM: Provide Bus Service for South Pekin Grade School

AGENDA DATE REQUESTED: 7/28/2014

ACTION REQUESTED: Approve 3 year agreement for bus service for SPGS

DESCRIPTION: Provide Transportation Services for the South Pekin Grade School

FINANCIAL IMPACT: Increase revenue for City of Pekin

NEIGHBORHOOD CONCERNS:

IMPACT IF APPROVED: Increase dept revenue

IMPACT IF DENIED: No new revenue created

ALTERNATIVES: none

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
X	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Director: Ty Whitford

Date: 7/8/2014

Finance Department (Certification of Availability of Funds):

Date:

Corporation Counsel:

Date:



South Pekin Grade School District #137

Regular Transportation Service Rates

2014-2015 \$150.00 each / day

Extra Curricular Transportation Service Rates

2014-2015 \$1.00 per mile
 \$19.00 per hour
 \$40.00 minimum charge

Special Education

2014-2015	Rate A for Transportation to a Tazewell County School	\$20.00 each student / day
	Rate B for Transportation to a Peoria County School	\$20.00 each student / day

Additional Cost for Monitor:	\$0.00
Additional Cost for Wheelchair:	\$0.00
Additional Cost for Restraint:	\$0.00



South Pekin Grade School District #137

Regular Transportation Service Rates

2015-2016 \$154.00 each / day

Extra Curricular Transportation Service Rates

2015-2016 \$1.00 per mile
 \$19.00 per hour
 \$40.00 minimum charge

Special Education

2015-2016	Rate A for Transportation to a Tazewell County School	\$20.00 each student / day
	Rate B for Transportation to a Peoria County School	\$20.00 each student / day

Additional Cost for Monitor:	\$0.00
Additional Cost for Wheelchair:	\$0.00
Additional Cost for Restraint:	\$0.00



South Pekin Grade School District #137

Regular Transportation Service Rates

2016-2017 \$158.00 each / day

Extra Curricular Transportation Service Rates

2016-2017 \$1.00 per mile
 \$19.00 per hour
 \$40.00 minimum charge

Special Education

2016-2017	Rate A for Transportation to a Tazewell County School	\$20.00 each student / day
	Rate B for Transportation to a Peoria County School	\$20.00 each student / day

Additional Cost for Monitor:	\$0.00
Additional Cost for Wheelchair:	\$0.00
Additional Cost for Restraint:	\$0.00



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk & City Manager

From: Michael Guerra, City Engineer

AGENDA ITEM: To Award the Broadway Road Improvement – Turn Lane at Veterans

AGENDA DATE REQUESTED: July 28, 2014

ACTION REQUESTED: To award the Broadway Road Improvement for the Turn Lane at Veterans project to Otto Baum in the amount of \$77,055.00

DESCRIPTION: This motion is to award the project for the Broadway Road Improvement for the turn lane at Veterans to Otto Baum Company. Two bids were received and verified with Otto Baum being the low bid at \$77,055.00. This project is to remove and replace the damaged pavement that heaved during this past winter for the entire turn lane. This project includes pavement removal, placement of geotextile fabric, aggregate, a concrete base course with asphalt wearing surface and other related construction work. This pavement has to be repaired for the turn lane to be reopened to traffic.

The work will be completed by this fall and will only require lane closures.

I recommend that this proposal be awarded.

FINANCIAL IMPACT: \$77,055.00 of street maintenance funds allocated in this year's budget

NEIGHBORHOOD CONCERNS: Additional lane closures during construction

IMPACT IF APPROVED: This section of Broadway will be repaired

IMPACT IF DENIED: This section of Broadway will not be repaired

ALTERNATIVES: Continue to pot hole patch the road

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
✓	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improves the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES**Department Director:**

Date: 7/21/14

Finance Department (Certification of Availability of Funds):

Date:

Corporation Counsel:

Date:

City Manager:

Date:

07/21/14 

Project: Broadway Improvement - Turn Lane at Veterans.

Date: 7/8/2014

Bid Tab

Bid Items	Unit	Qty	UCM		Otto Baum	
			Unit Price	Total	Unit Price	Total
3 Agg. Base Course Type A 8"	SY	545	\$20.58	\$11,216.10	\$18.00	\$9,810.00
4 PCC Base Crse w/ Fiber	SY	530	\$50.38	\$26,701.40	\$51.00	\$27,030.00
5 Poly HMA Surface Crse, Mix D, N50	TON	65	\$194.61	\$12,649.65	\$225.00	\$14,625.00
6 PVT Removal	SY	530	\$24.13	\$12,788.90	\$16.00	\$8,480.00
7 Agg. Shoulders, Ty B-6"	SY	120	\$26.38	\$3,165.60	\$25.00	\$3,000.00
19 Traffic Control and Protection (spl)	Lsum	1	\$11,341.09	\$11,341.09	\$6,500.00	\$6,500.00
20 Geo. Tech Fabric for Stabilization	SY	560	\$1.73	\$968.80	\$2.50	\$1,400.00
2 Seeding (special)	SY	300	\$10.48	\$3,144.00	\$11.00	\$3,300.00
21 Bit Surface Removal	SY	60	\$50.94	\$3,056.40	\$26.00	\$1,560.00
22 Reflective Crack Control Treatment	LF	270	\$6.28	\$1,695.60	\$5.00	\$1,350.00
Total				\$86,727.54	Total	\$77,055.00



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk & City Manager

From: Michael Guerra, City Engineer

AGENDA ITEM: To Award the Circle Drive Drainage Improvements Project

AGENDA DATE REQUESTED: July 28, 2014

ACTION REQUESTED: To award the Circle Drive Drainage Improvements Project to Hoerr Construction Inc in the amount of \$153,155.00

DESCRIPTION: This motion is to award the project for the Circle Drive Drainage Improvements for to Hoerr Construction Inc. for the base bid of \$153,155.00 only. This will not include the alternate bid that was sought. This project includes piping new storm sewer from Circle Drive down to Parkway Drive to replace the storm sewer that collapsed and rolled down the hillside. Over time erosion has undermined the pipe causing it break off and has eroded the hill side back to the curb at the inlet. This project has been a priority for the past couple of years to prevent Circle Road from being undermined and collapsing from the erosion.

Hoerr was the only bidder for this project and they were 45% over estimate. After reviewing the bid and the estimate, it seems that estimate was low for the specifications that were required due to the location of the project and from the elapsed time from design to bid. However talking with area contractors, the companies that perform this type of work have a backlog of work for this fall so it my opinion that rebidding will not result in lower bids and only further delay this project.

If awarded the work will be completed by this fall which will allow for seeding to germinate. This will further reduce the possibility of erosion reoccurring. The work will only require lane closures on parkway and Circle Drive.

I recommend that this proposal be awarded.

FINANCIAL IMPACT: \$153,155.00 of Stormwater funds allocated in this year's budget

NEIGHBORHOOD CONCERNS: Additional lane closures during construction and construction equipment in the neighborhood

IMPACT IF APPROVED: This storm sewer will get repaired

IMPACT IF DENIED: This storm sewer will not be repaired this year

ALTERNATIVES: none

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.

A Safe Community. To protect community life and property by providing effective, principled police and fire services.

✓	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improves the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.
REQUIRED SIGNATURES	
Department Director: 	
Date: 7/21/14	
Finance Department (Certification of Availability of Funds):	
Date:	
Corporation Counsel:	
Date:	
City Manager:	
Date: 07/21/14 	

Project: Circle Drive Drainage Improvements

Date: 7/8/2014

Bid Tab

Bid Items	Unit	Qty	Estimate		Heorr	
			Unit Price	Total	Unit Price	Total
3 Pavement Removal	SY	26	\$15.00	\$390.00	\$10.00	\$260.00
4 Headwall Removal	EA	1	\$350.00	\$350.00	\$250.00	\$250.00
5 Cap conduits	Lsum	1	\$500.00	\$500.00	\$100.00	\$100.00
6 Storm Sewer Removal	FT	48	\$15.00	\$720.00	\$10.00	\$480.00
7 Tree Removal 6-15	Unit	96	\$30.00	\$2,880.00	\$50.00	\$4,800.00
19 Tree Removal >15	Unit	107	\$40.00	\$4,280.00	\$75.00	\$8,025.00
20 Topsoil Exc and place	SY	360		\$0.00	\$5.00	\$1,800.00
Comb Curb and Gutter Removal	FT	22	\$20.00	\$440.00	\$10.00	\$220.00
Removing Inlets	EA	1	\$500.00	\$500.00	\$250.00	\$250.00
Seeding CL 3	AC	0.4	\$2,500.00	\$1,000.00	\$20,000.00	\$8,000.00
2 Mulch Method 2	SY	1936	\$0.75	\$1,452.00	\$3.00	\$5,808.00
21 Concrete Collar SPL	EA	1	\$600.00	\$600.00	\$3,300.00	\$3,300.00
Class D Pavement Patch Ty 2, 8"	SY	5	\$200.00	\$1,000.00	\$350.00	\$1,750.00
Class D Pavement Patch Ty 3, 8"	SY	23	\$150.00	\$3,450.00	\$350.00	\$8,050.00
Agg Base Course Ty B 4"	SY	28	\$21.00	\$588.00	\$20.00	\$560.00
Stone Dumped RipRap A4	Ton	88	\$70.00	\$6,160.00	\$100.00	\$8,800.00
Filter Fabric	SY	11	\$10.00	\$110.00	\$20.00	\$220.00
End Section	EA	1	\$650.00	\$650.00	\$1,700.00	\$1,700.00
Storm Sewer 16"	FT	686	\$42.00	\$28,812.00	\$77.00	\$52,822.00
Storm Sewer 12"	FT	34	\$38.00	\$1,292.00	\$65.00	\$2,210.00
Inlet Typ G-1 Double SPL	EA	1	\$4,000.00	\$4,000.00	\$8,100.00	\$8,100.00
Manhole 4' Dia TY 1 FR&CL	EA	2	\$3,500.00	\$7,000.00	\$3,300.00	\$6,600.00
Manhole 6' Dia TY 1 FR&CL	EA	1	\$5,000.00	\$5,000.00	\$5,600.00	\$5,600.00
Manhole 6' Dia SPL FR&CL	EA	1	\$5,000.00	\$5,000.00	\$5,800.00	\$5,800.00
Trench Backfill	CY	10	\$25.00	\$250.00	\$50.00	\$500.00
Traffic Control	Lsum	1	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00
Construction layout	Lsum	1	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00
Erosion Control	Lsum	1	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00
Earthwork,	Lsum	1		\$0.00	\$6,800.00	\$6,800.00
Site Preparation	Lsum	1		\$0.00	\$750.00	\$750.00
mobilization	Lsum	1	\$8,355.64	\$8,355.64	\$4,000.00	\$4,000.00
*20% Contingency in estimate	Lsum	1	\$17,647.00	\$17,647.00		
			Total	\$105,926.64	Total	\$153,155.00
Alternate #1						
Pavement Removal	SY	6	\$15.00	\$90.00	\$18.00	\$108.00
Storm Sewer Removal	FT	6	\$15.00	\$90.00	\$19.00	\$114.00
Comb. Conc. Curb and Gutter Removal	FT	13	\$20.00	\$260.00	\$25.00	\$325.00
Filling Manholes	EA	1	\$1,000.00	\$1,000.00	\$950.00	\$950.00
Pavement Patch Class D spl	SY	8	\$200.00	\$1,600.00	\$575.00	\$4,600.00
Inlet Ty G-1 spl	EA	1	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00
Controlled low-strength matl	CY	3	\$90.00	\$270.00	\$100.00	\$300.00
Traffic Control	Lsum	1	\$500.00	\$500.00	\$900.00	\$900.00
Landscaping	Lsum	1	\$1,000.00	\$1,000.00	\$1,650.00	\$1,650.00
pot hole utility	EA	1	\$500.00	\$500.00	\$720.00	\$720.00
			Total	\$9,310.00	Total	\$14,167.00

22



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk & City Manager

From: Michael Guerra, City Engineer

AGENDA ITEM: To Award the Annual Street Seal Coating Project

AGENDA DATE REQUESTED: July 28, 2014

ACTION REQUESTED: To award the contract to R.A. Cullinan for the Annual Street Seal Coating Project in the amount of \$120,816.00

DESCRIPTION: This is to award the proposal for the annual seal coating project to R.A. Cullinan. This year's project limits include Sheridan Road from Luttickens to Veterans, Kelly Ave, Taps Ln, 12th St from Court St. to Park, Martha Ave, Center St, Garden Dr, and Peoria Street. Included in this year's project is Pavilion Road in which the City partnered with the Park District to utilize joint coordination for bidding. The Park District will be responsible for the cost of the roads in their boundary.

These roads were selected due to extensive patching that was required on them from continued deterioration caused by raveling cracks, potholes and from installation of utility improvements. The chip seal will seal the patch seams and help persevere the road. It will also provide for a uniform wearing surface and street appearance.

R.A. Cullinan was the only bidder on this project and their proposal was \$241 more than the estimate. This has been the typical scenario over the past few years.

I recommend that this proposal be awarded.

FINANCIAL IMPACT: \$120,816.00 of the MFT funds that have already been allocated through a MFT resolution

NEIGHBORHOOD CONCERNS: Loose gravel for 7 days while the oil and chips set

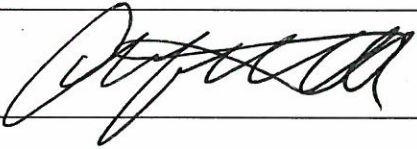
IMPACT IF APPROVED: The annual street seal coating will be performed

IMPACT IF DENIED: The annual street seal coating will not be performed

ALTERNATIVES: To not perform the chip seal project to preserve the quality of the road and perform more expensive repairs in the future

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
√	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.

	A High Quality of Life. To support or provide services that improves the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.
REQUIRED SIGNATURES	
Department Director:	
Date:	7/18/14
Finance Department (Certification of Availability of Funds):	
Date:	
Corporation Counsel:	
Date:	
City Manager:	
Date:	07/21/14

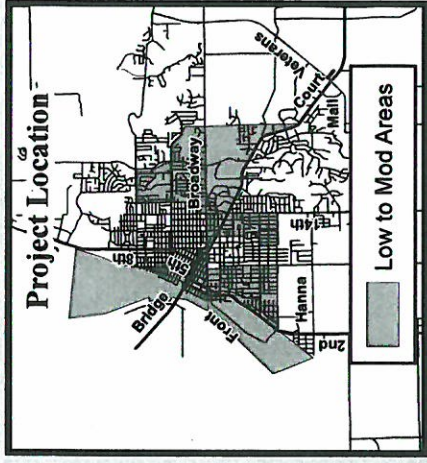
Project Location

Map showing the project location in the area around the Veterans Court Mall. The map includes the following features:

- Streets:** Veterans Court Mall, 2nd St, 3rd St, Hannan Bridge, Front St, Broadway, 8th St, 9th St.
- Legend:** Low to Mod Areas (shaded area).



2014 Seal Coat Areas Kelly Avenue



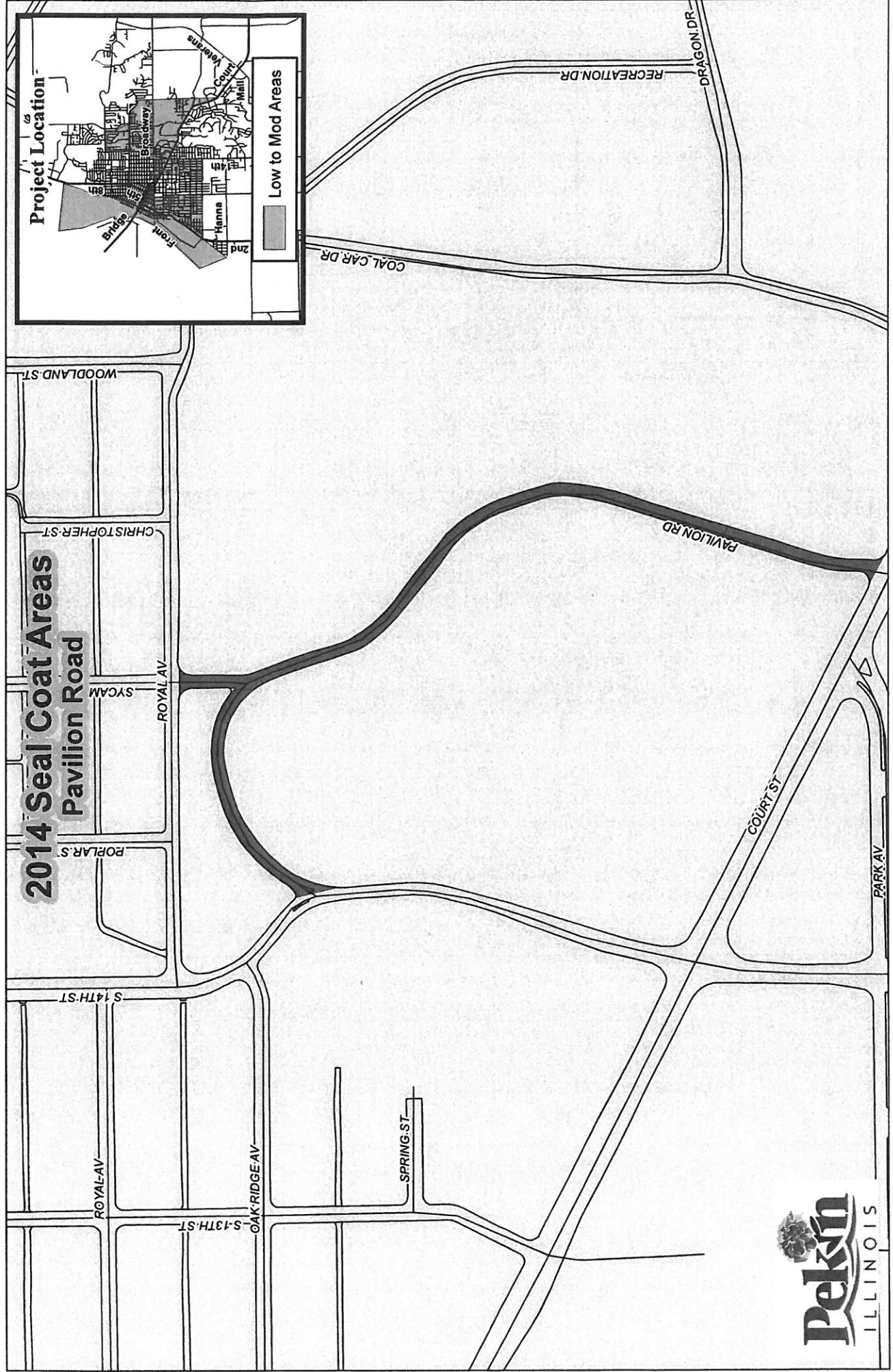
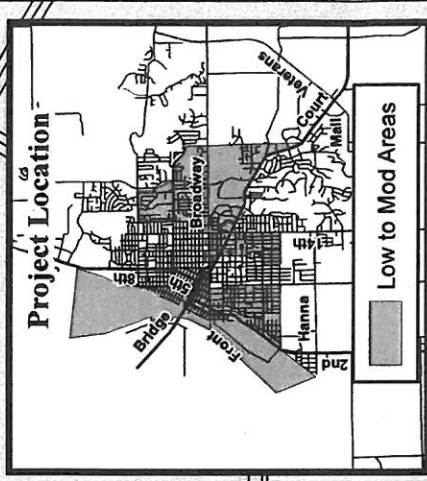
KELLY AV

VETERANS DR

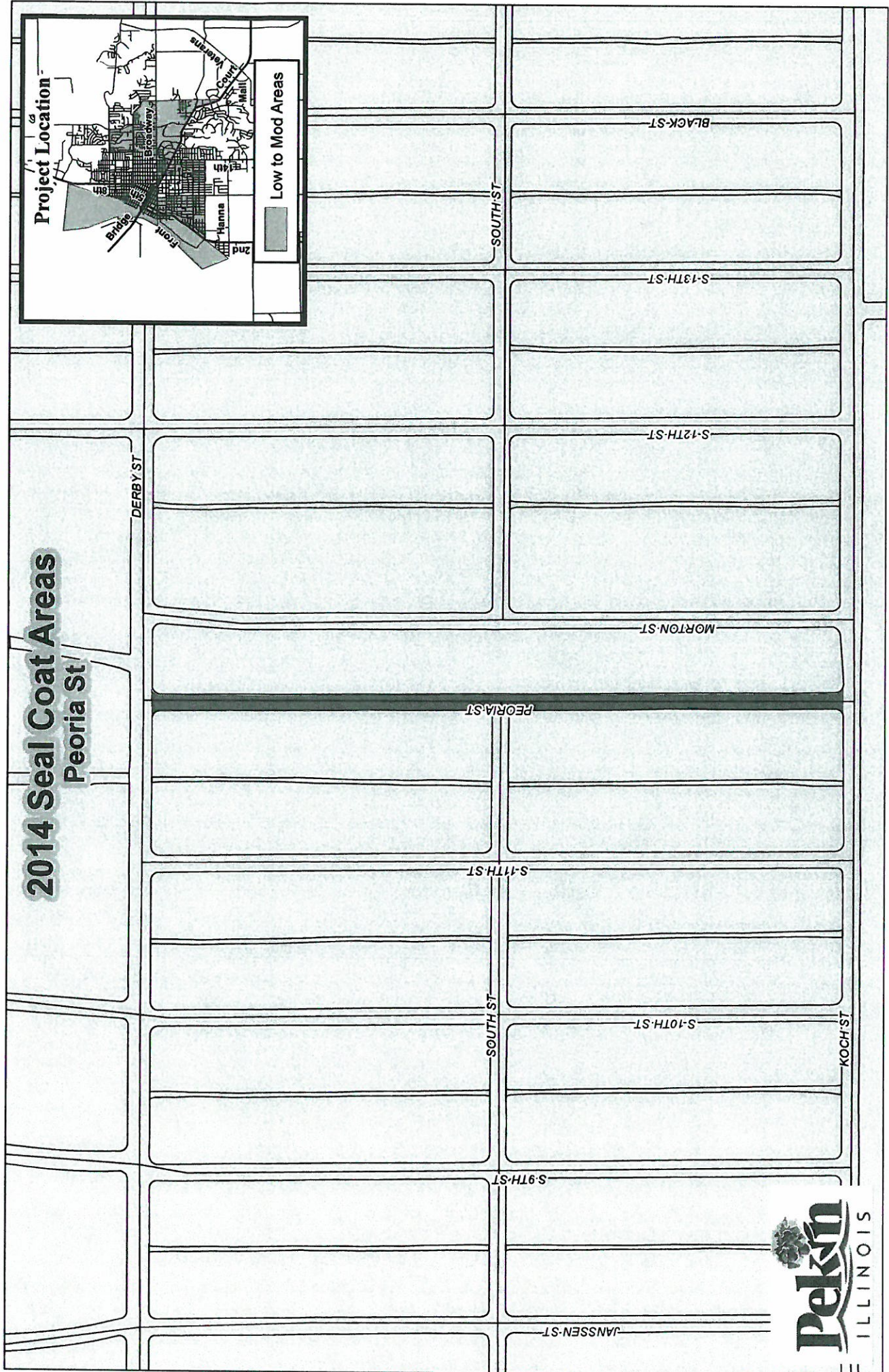
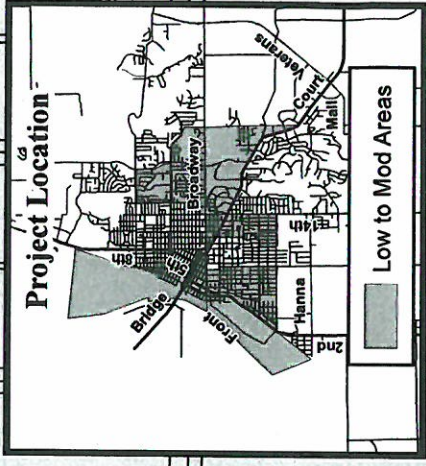
COURT ST



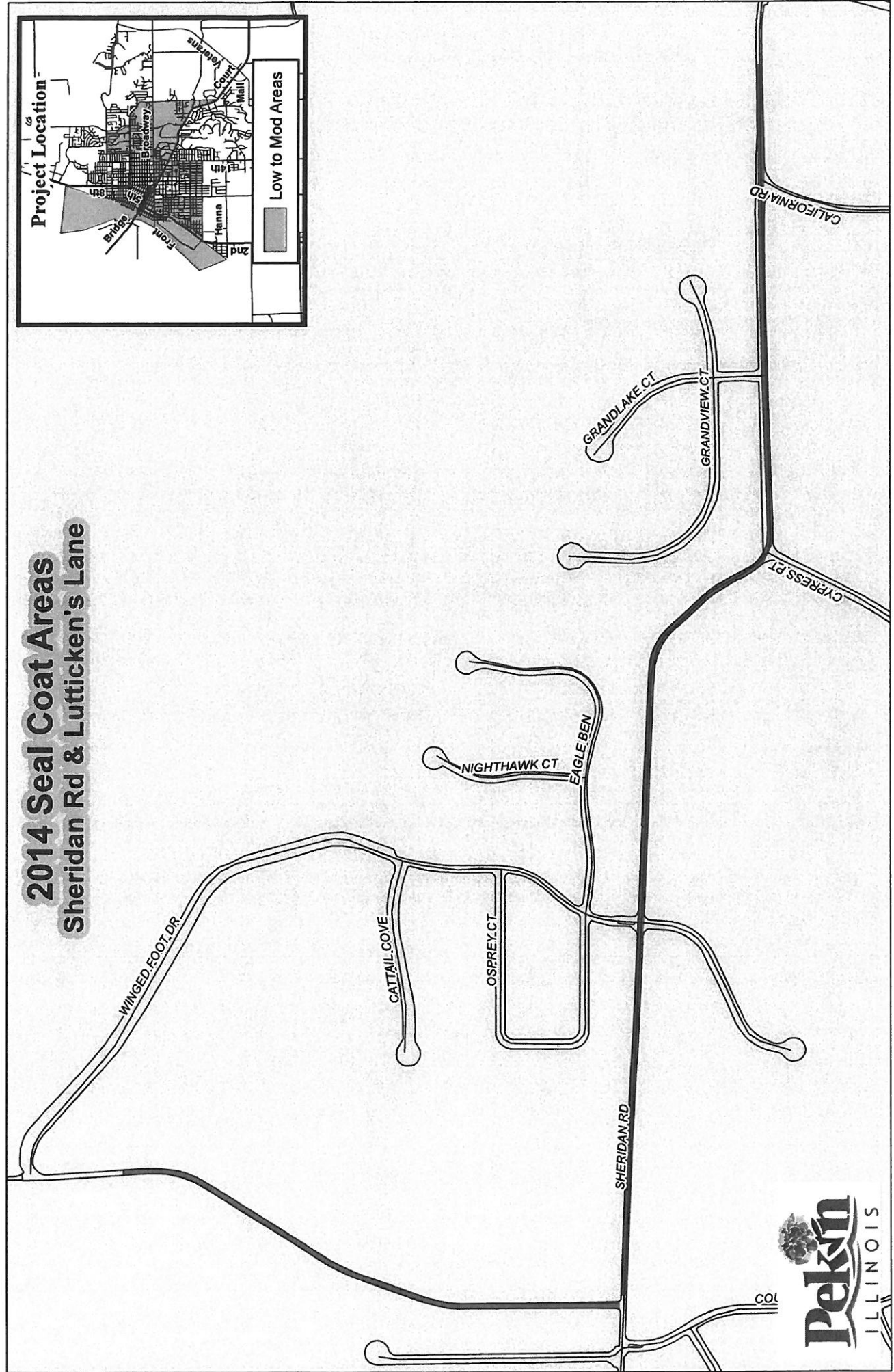
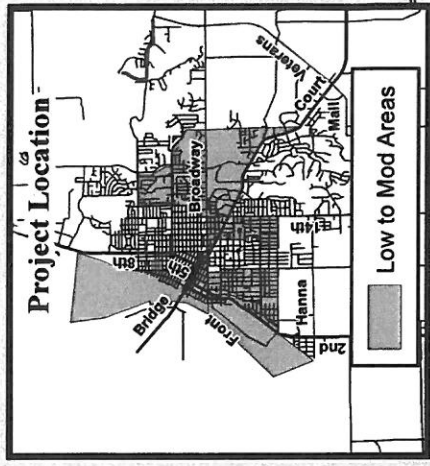
2014 Seal Coat Areas Pavilion Road



2014 Seal Coat Areas Peoria St



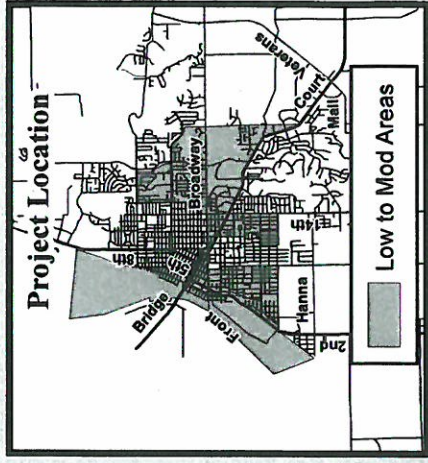
2014 Seal Coat Areas Sheridan Rd & Lutticken's Lane



2014 Seal Coat Areas TAPS Lane

S 2ND ST

TAPS LN





Tabulation of Bids

Local Public Agency:	City of Pekin	Date:	7/9/2014
County:	Tazewell	Time:	11:00
Section:	14-00000-01-GM	Appropriation:	MFT
Estimate:	120,575.00		

Attended By: _____

[illegible]



**Illinois Department
of Transportation**

**Acceptance of Proposal to Furnish
Materials and Approval of Award**

Local Public Agency: Pekin
County: Tazewell
Section: 14-00000-01-GM
Route: Various

To R.A. Cullinan & Son, a Division of United Contractors Midwest
Address P.O. Box 166, Tremont, IL 14568

In accordance with your Proposal submitted on 9-Jun-14, a copy of which is in our files, you have been
proposal or quotation date of submittal
awarded the contract for furnishing the following materials required in the Maintenance of the above designated project.
construction or maintenance

Materials shall be inspected in accordance with current Departmental policies.

Item	Unit	Quantity	Unit Price	Amount
Seal Coat Aggregate (Black Trap Rock)	Ton	475	107.7600	51,186.00
Bituminous Matl. CRS-P	GAL	16500	4.2200	69,630.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Total:				120,816.00

Terms Deliver and Install in accordance to the specifications provided
Shipping Instructions _____

For Municipal Projects _____ Local Agency Official _____ Date
--

For County And Road District Project _____ Highway Commissioner _____ Date _____ County Engineer/Superintendent of Highways _____ Date

Illinois Department of Transportation
Concurrence in approval of award

Regional Engineer

Date



REQUEST FOR COUNCIL ACTION

To: Mayor and City Council

CC: City Clerk Sue McMillan

From: Darin W. Girdler, City Manager

Re: Right-Of-Way Purchase from Church of God

AGENDA ITEM: Council authorization for the acquisition of right-of-way for the future extension of El Camino Drive.

AGENDA DATE REQUESTED: July 28, 2014

ACTION REQUESTED: Authorization providing for the acquisition of right-of-way as shown on the attached Plat of Survey.

DESCRIPTION: The Church of God and the City have been discussing this for quite some time and the opportunity is now to acquire right-of-way that we will need in the future. The right-of-way parcel is 0.71± acre along the northern property line of their property.

FINANCIAL IMPACT: The acquisition cost for this right-of-way parcel is \$10,000.00.

IMPACT IF APPROVED: Right-of-way acquired for future expansion of El Camino Drive.

IMPACT IF DENIED: Right-of-way price would have to be negotiated again at the time the City looks to complete El Camino.

ALTERNATIVES: N/A

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]

A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.

	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
✓	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.
REQUIRED SIGNATURES	
Corporation Counsel:	
Date:	
Finance:	
Date:	
City Manager:	
Date:	

ORDINANCE NO. 2704-14/15

AN ORDINANCE AUTHORIZING THE PURCHASE OF REAL PROPERTY

WHEREAS, the CHURCH OF GOD, ("Seller") owns approximately 0.71± acres as legally described in Exhibit "A" (Plat of Survey) attached hereto and incorporated herein by reference thereto; and

WHEREAS, Seller is desirous of selling said 0.71± acre, tract of real estate to the CITY OF PEKIN; and

WHEREAS, it is deemed in the best interests of the CITY OF PEKIN to acquire said property for the preservation and expansion of El Camino Drive; and

WHEREAS, the City and the Seller have negotiated a proposal to purchase the Property; and

WHEREAS, the City Council has found and determined it in the best interests of the CITY OF PEKIN and its residents that the CITY OF PEKIN to Purchase said 0.71± acre, tract of real estate; and

WHEREAS, the CITY OF PEKIN is a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS:

SECTION I. That the CITY OF PEKIN finds as facts the recitals herein above set forth.

EXHIBIT "A"
PLAT OF SURVEY

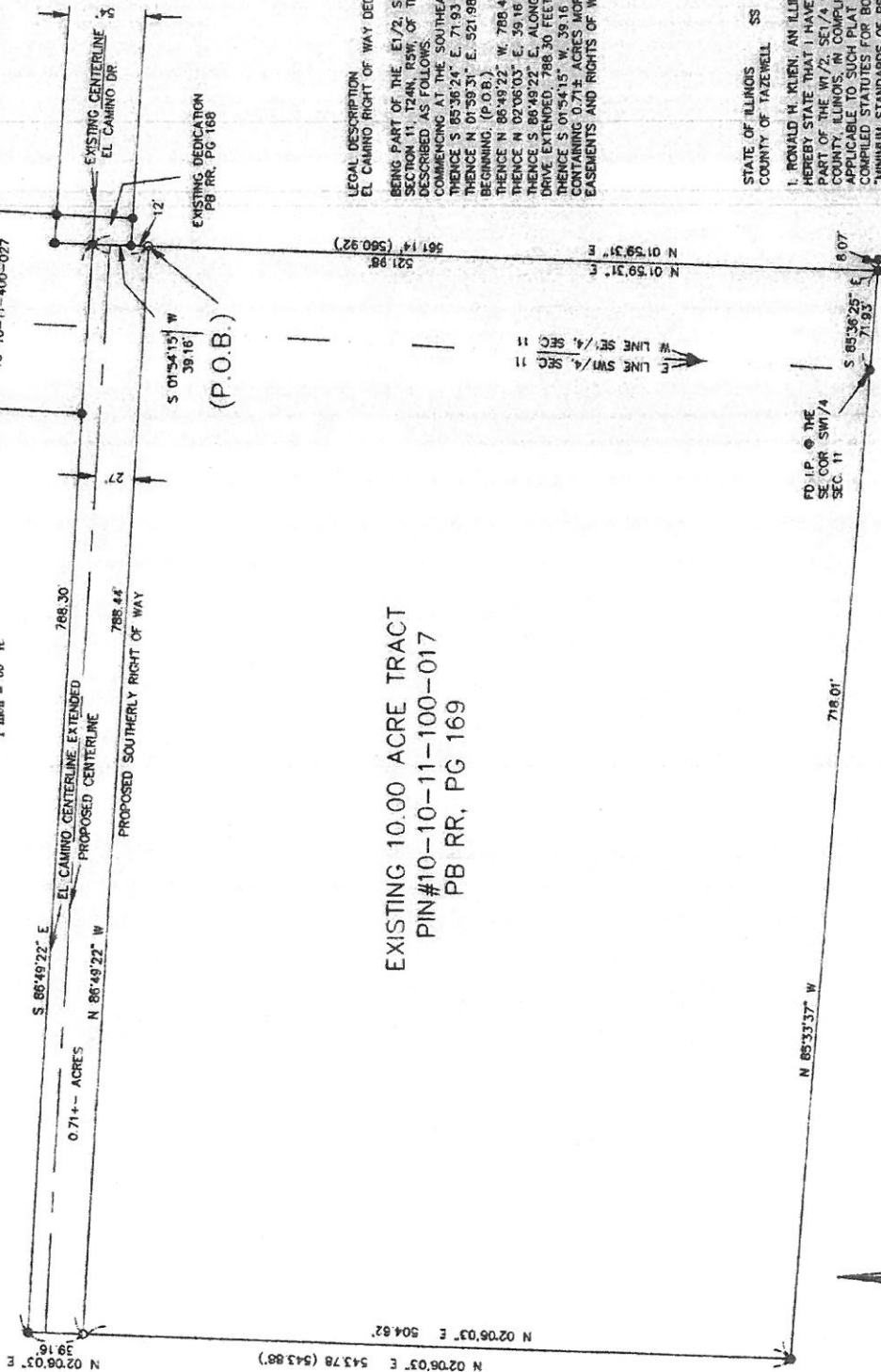
PLAT OF SURVEY

SURVEY OF PART OF E1/2, SW1/4, SECTION 11, AND PART OF THE W1/2, SE1/4 SECTION 11, T24N, R5W OF THE 3RD P.M., TAZEWELL COUNTY, ILLINOIS

GRAPHIC SCALE



Note: Bearings shown hereon are assumed for descriptive purposes, and pertain to this plat only.



EXISTING 10.00 ACRE TRACT
PIN#10-10-11-100-017
PB RR, PG 169

LEGAL DESCRIPTION
EL CAMINO RIGHT OF WAY DEDICATION

BEING PART OF THE E1/2, SW1/4, SECTION 11, AND PART OF THE W1/2, SE1/4 SECTION 11, T24N, R5W OF THE 3RD P.M., TAZEWELL COUNTY, ILLINOIS, FURTHER DESCRIBED AS FOLLOWS:
COMMENCING AT THE SOUTHEAST CORNER OF SAID SW1/4 SECTION 11,
THENCE S 85°36'24" E 71.93 FEET TO AN IRON ROD
THENCE N 01°59'31" E 521.98 FEET TO AN IRON ROD BEING THE POINT OF BEGINNING (P.O.B.)
THENCE N 86°49'22" W 785.44 FEET TO AN IRON ROD
THENCE N 02°06'03" E 59.16 FEET TO AN IRON ROD
THENCE S 86°49'22" E ALONG A LINE BEING THE EXISTING CENTERLINE EL CAMINO DRIVE EXTENDED 785.30 FEET TO AN IRON ROD
THENCE S 01°54'15" W 39.66 FEET TO THE SOUTH POINT OF BEGINNING (P.O.B.) CONTAINING 0.71+/- ACRES MORE OR LESS AND SUBJECT TO ALL EXISTING EASEMENTS AND RIGHTS OF WAY.

STATE OF ILLINOIS SS
COUNTY OF TAZEWELL

I, RONALD H. KLIEN, AN ILLINOIS PROFESSIONAL LAND SURVEYOR #2480, DO HEREBY STATE THAT I HAVE SURVEYED PART OF E1/2, SW1/4, SECTION 11, AND PART OF THE W1/2, SE1/4 SECTION 11, T24N, R5W OF THE 3RD P.M., TAZEWELL COUNTY, ILLINOIS, IN COMPLIANCE WITH OR EXCEEDS THE REQUIREMENTS APPLICABLE TO SUCH PLAT BY THE ADMINISTRATIVE RULES OF THE ILLINOIS COMPILED STATUTES FOR BOUNDARY SURVEYS, SECTION 4.02, AS AMENDED, MINIMUM STANDARDS OF PRACTICE. I FURTHER STATE THAT THE PLAT HEREON SHOWN TO SATISFY THE REQUIREMENTS OF THE ILLINOIS PROFESSIONAL LAND SURVEYING ACT, CHAPTER 120, IS CORRECTLY REPRESENTS SAID SURVEY, AND THAT THE CITY OF PEKIN, AND IS NOT WITHIN A FLOOD PLANE AS SHOWN ON FLOODWAY BOUNDARY MAP, DATED THIS 7TH DAY OF AUG, 2013 A.D.



Ronald H. Klien
RONALD H. KLIEN, L.P.S. #035-002480
EXPIRATION DATE 11/30/14
PROFESSIONAL DESIGN FIRM #184-002748

PLAT OFFICER'S CERTIFICATE
STATE OF ILLINOIS SS
COUNTY OF TAZEWELL

I, OFFICER OF THE CITY OF PEKIN, DO HEREBY APPROVE THIS DEDICATION PLAT AND ACKNOWLEDGE THAT IT MEETS THE REQUIREMENTS OF THE CITY OF PEKIN'S SUBDIVISION CODE AND COMPREHENSIVE PLAN.

DATED THIS _____ DAY OF _____ 20____
PLAT OFFICER _____

LEGEND

- (S) = RECORD INFORMATION
- = SET 1/2" IRON ROD
- = FOUND IRON ROD OR PIPE
- = NOT TO SCALE
- = SET IRON SPIKE

STATE OF ILLINOIS SS
COUNTY OF TAZEWELL
I, OFFICER OF THE CITY OF PEKIN, DO HEREBY APPROVE THIS DEDICATION PLAT AND ACKNOWLEDGE THAT IT MEETS THE REQUIREMENTS OF THE CITY OF PEKIN'S SUBDIVISION CODE AND COMPREHENSIVE PLAN.

for the CITY OF PEKIN
JILL S. CAPTOL ST., PEKIN, IL 61554

KLIEN LAND SURVEYING
P.O. BOX 3, PEKIN, ILLINOIS 61555-0003
PH 309-337-6572
GATE 877/3 TAZ13-23 Book FILE

ORDINANCE NO. 2705-14/15

**AN ORDINANCE AMENDING TITLE 4, CHAPTER 12
OF THE CODE OF THE CITY OF PEKIN 1995
REGARDING REGISTRATION OF RENTAL HOUSING & LOTS**

WHEREAS, the Code of the City of Pekin 1995 was adopted on April 10, 1995, and duly published in book form; and

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and function pertaining to its government and its affairs; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend the City Code to include procedures for abatement of nuisance residential rental housing and for licensing of landlords as provided in 6-2-13; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend the City Code by removing Title 4, Chapter 12 Registration of Rental Housing and Lots.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS:

1. That Title 4, Chapter 12, Sections 1-10, be deleted in its entirety.

BE IT FURTHER ORDAINED that all other parts of the Code of the City of Pekin 1995 as amended except as modified herein are hereby reaffirmed and ratified and are in full force and effect.

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect upon its passage and approval and publication as required by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of
Pekin, this ____ day of _____, 2014; and upon roll call the vote was as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING : _____

APPROVED this ____ day of _____, 2014.

MAYOR

ATTEST:

CITY CLERK

CHAPTER 12

REGISTRATION OF RENTAL HOUSING & LOTS

SECTION:

- 4-12- 1: Definitions
- 4-12- 2: Registration Required
- 4-12- 3: Registration Information
- 4-12- 4: Amended Registration
- 4-12- 5: Registration Records
- 4-12- 6: Enforcement
- 4-12- 7: Notice of Code Violation
- 4-12- 8: Exemptions
- 4-12- 9: Penalties
- 4-12-10: Complaints by Tenants

4-12-1 DEFINITIONS

For the purpose of this article, unless the context requires otherwise, the following terms shall be construed as herein defined:

City shall mean the City of Pekin.

Dwelling Occupant means any person who occupies, or has the right to occupy, any rental unit for at least thirty (30) consecutive days.

Dwelling shall mean any enclosed space which is wholly or partially habitable by human occupants, and is used or intended to be used for living, sleeping, cooking and eating, provided that temporary housing is not considered a dwelling. For this code, dwelling shall include any other type of structure present on the lot.

Code shall mean Title 7, Chapters 1A, 1B, 1C, 1D, 1E, 1F, 2, AND 4 of the Code of the City of Pekin, and additionally, any other provisions of the Code of the City of Pekin establishing or relating to construction, plumbing, heating, electrical, fire prevention or other property maintenance and safety standards that are applicable to dwellings.

Owner shall mean the legal title holder or holder of the realty as shown by the records of the Tazewell County Recorder of Deed Office, except if legal title is held by an Illinois Land Trust, owner shall mean the beneficial owner or owners of that trust.

Lot shall mean one, two or more contiguous parcels of land, legally described, and registered with a PIN (property identification number) with the Tazewell County Assessor's Office comprising of the tract or tracts of land upon which a dwelling is located.

Rental Property means property that is not owner-occupied.

Temporary housing means any tent, trailer, mobile home and any other transported structure used for human shelter not attached to the ground, to another structure or to any utility system on the same premises for more than 30 consecutive days.

The singular shall include the plural throughout this article.

4-12-2 **REGISTRATION REQUIRED**

Except as provided hereafter, every owner of a lot or lots upon which a dwelling is located whether occupied or vacant, shall file a registration statement for each such a lot or lots with the Inspections Department on forms provided by the Inspections Department for such purposes and pay a one time fee of \$25.00 per lot. Any such registration statements shall be prima facie proof of the statement therein contained in any administrative enforcement proceeding instituted by the City against the owner or owners of the lot.

The registration statement shall include the following information:

- A. The name, street address, and telephone number of each owner of the lot. If the owner is a partnership, corporation or voluntary unincorporated association, the statement shall further include the name, street address, telephone number, and position of each partner or officer. If the owner is a corporation, the statement shall further include the name, street address, and telephone number of the registered agent thereof. If the property is in a trust, the statement shall further include the name, street address, and telephone number of the registered agent/trustee thereof.
- B. The name, street address, and telephone number of a person designated by the owner or owners as the authorized agent for receiving notices of code violations and process in any court proceeding or administrative enforcement proceeding, on behalf of such owner or owners in connection with the enforcement of this code. This person must maintain an office in Tazewell County, Illinois, or must actually reside within the counties surrounding Tazewell County for purposes of delivery of legal notices. (Surrounding counties include Fulton, Mason, Peoria, Logan, McLean, or Woodford)
- C. The street address and property identification number (PIN) of the lot or lots upon which the dwelling is located, the number of dwellings, and the date on which the dwelling was built.

For the purposes of this section, a post office box does not suffice as an address.

4-12-3 **REGISTRATION INFORMATION**

Upon registration the Code Enforcement Officer or his designee shall issue a certificate of registration to the owner which shall certify that the owner has registered the lot in compliance with Section 4-12-2 of this article. Upon issuance of a certificate of registration to the owner of a lot, no further registration of the lot, except as required under Section 4-12-4 of this article, shall be required of such owner until any percentage of interest of such ownership has been transferred to another person, partnership, corporation, voluntary association, or land trust. It shall be the duty of any subsequent owner of the lot to register it as required under Section 4-12-3 of this article within 30 business days after the transfer of ownership.

Upon demonstration by an owner that the lot is not required to be registered under the provision of these sections, the Code Enforcement Officer or his/her designee shall issue a waiver of registration.

4-12-4 AMENDED REGISTRATION

The owner of the lot required to register with the Inspections Department in accordance with Section 4-12-3 of this article shall notify the Inspections Department within 30 business days of any change in the registration information by filling out an amended registration statement on a form provided by the Inspections Department for such purpose.

4-12-5 REGISTRATION RECORDS

The Code Enforcement Officer shall maintain the dwelling registration records. These records shall consist of the registration information under Sections 4-12-2 and 4-12-4 of this article.

4-12-6 ENFORCEMENT

- A. The Code Enforcement Officer shall enforce the provisions of this article.
- B. The Code Enforcement Officer may refuse to issue any permit(s) required under this code for any construction, alteration, installation, razing or other work done in or on any dwelling as defined in Section 4-12-1 of this article, or any certificate of occupancy required under this Code for such a dwelling, unless the owner or other applicant for such permit or certificate presents either a current certificate of registration or a waiver of registration for the dwelling.

4-12-7 NOTICE OF CODE VIOLATION

By designating an authorized agent under the provisions of Section 4-12-2 of this article the owner is consenting to receive any and all notices of code violation concerning the registered lot and all process in any court proceeding or administrative enforcement proceeding brought to enforce code provisions concerning the registered lot by service of the notice or process on the authorized agent.

- A. Any owner who has designated an authorized agent under the provisions of Section 4-12-2 of this article shall be deemed to consent to the continuation of the agent's designation for the purpose of this chapter until the owner notifies the department of inspections of a change of authorized agent pursuant to Section 4-12-4 of this article.
- B. Any owner who fails to register a lot under the provisions of Sections 4-12-2 and 4-12-4 of this article shall be deemed to consent to receive by posting at the lot, any and all notices of code violations concerning the lot.

4-12-8 EXEMPTIONS

All non-residential or owner-occupied properties, industrial properties, hotels, motels, hospitals, and governmental agencies shall be exempt from filing the registration statement required under Section 4-11-2 of this article. Documentation will be required for properties in question.

4-12-9 PENALTY

- A. Each day that any lot is not registered in accordance with the provisions of Sections 4-12-2 and 4-12-4 of this article shall constitute a separate and distinct violation.
- B. In addition to any of the penalties provided in this article, any person committing an offense under Sections 4-12-2 or 4-12-4 of this article, shall, upon conviction thereof, be fined not less than \$100.00 nor more than \$500.00 per day per offense.
- C. The intentional submission of false information on a registration statement or an amended registration statement filed pursuant to Section 4-12-2 and 4-12-4 of this article shall be in violation if not corrected within the time period stated on the violation notice.
- D. It shall be unlawful for any person to lease or cause to be leased any dwelling without the certificate of registration required under Section 4-12-2 of this article. Each day that a dwelling is leased that is not registered in accordance with the provisions of Sections 4-12-2 and 4-12-4 of this article shall constitute a separate and distinct violation.

4-12-10 COMPLAINTS BY TENANTS

For the purpose of protecting both the owners and tenants, the following process shall be followed for tenant complaints:

- A. Tenants with formal complaints must first contact the owner or designated agent for the registered lot. The Inspection Department will verify this has been done prior to setting up an inspection of the property as a result of the formal filing of a complaint.
- B. The owner or designated agent must address the complaint within 7 days if it is not considered an imminent life, health or safety issue.
- C. If the owner or designated agent fails to remedy the alleged complaint, the tenant must come into the Inspection Department and fill out a formal complaint form which will be provided at the office.
- D. The owner or designated agent will be contacted by the Inspection Department about the alleged violation and will be given 7 days to remedy the alleged violation if it is not considered an imminent life, health and safety issue.
- E. Once the alleged violation is remedied the owner or designated agent must contact the Inspection Department to schedule a date/ time to do a compliance inspection of the alleged violation and close out the complaint.
- F. If no action is taken within the 7 days, the Inspection Department will contact the tenant and schedule an inspection of the property. Notification will be given to the owner or designated agent about the scheduled inspection.

- G. Upon completion of the inspection, all findings will be noted and a notice of violation if warranted will be created and sent to the owner and designated agent.
- H. Violations shall be classified as follows:
 - 1). Class 1 violations which are considered serious life, health or safety issues and must be remedied within 48 hours.
 - 2). Class 2 violations will be considered maintenance issues and, depending on the seriousness of the violation, they must be remedied within 7 to 30 days.
- I. An owner who fails to correct a violation of this article by the date set forth in the notice of violation shall be subject to a cumulative fine in the amount set forth in section 4-12-9(B) under the following circumstances:
 - 1). For every day the owner or designated agent fails to arrange for a timely re-inspection of the violation.
 - 2). For each violation not corrected in the time designated in the notice of violation, unless within such time the owner has been granted an extension of time.

Rental Property Registration Form

PROPERTY INFORMATION:

Property Address: _____ PIN: _____

OWNER INFORMATION: In case of partnership or corporation, list information on all names of general partners, corporate officers, and registered agent. (Attach separate sheet if necessary.) In case of a trust, list information of registered agent authorized to act on behalf of the Trust.

Owner's Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

MANAGER/LOCAL CONTACT: Please provide the information of the individual authorized to accept notices from tenants, the Inspection Department, and service of process on behalf of the record owner.

Manager/Local Contact Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

EMERGENCY CONTACT: Please provide the information of the individual who, in the absence of the Owner/Agent in time of emergency, is authorized to make decisions regarding the rental unit:

Emergency Contact Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

NUMBER OF DWELLINGS: _____ SLEEPING ROOMS PER DWELLING: _____

OWNER/AGENT CERTIFICATION: I hereby certify that all the above information is true to the best of my knowledge, and belief. I am aware that if the foregoing information is willfully false, that I am subject to penalties and criminal prosecution.

Owner/Agent Signature: _____ Date: _____

Owner/Agent Signature: _____ Date: _____

Instructions: Please complete a Rental Property Registration Form for each lot. For example, if you own 5 rental units on two lots, you would fill complete two forms.

SARA LANE AGREEMENT

Now comes the owners of Property in the 1500 Block of Sara Lane, as follows:

CMJ LAND TRUST	1522 & 1526 Sara Lane;
MIKE POOLE	1511 Sara Lane;
JAMES WEDEKIND	1902 Sheridan Road;
ROCKY SNELL	1513, 1515, 1517, 1519 Sara Lane;
	1904 Sheridan Road;
ED CONWAY	1528, 1530, 1532 Sara Lane;
THE ESTATE AT LAKEVIEW	Vacant lot;
PIRO RENTALS	1521 Sara Lane;

All known as "The Owners", and the CITY OF PEKIN.

The CITY, a Municipal Corporation agrees to accept improvements to Sara Lane, as outlined on attached Exhibit A, which is herein incorporated.

And once said improvements are made, according to the specifications on the attached Exhibit A and the Municipal Code of the City of Pekin with respect to streets, the City of Pekin shall accept the dedication of the right of way of said portion of Sara Lane, and thereafter assume maintenance and upkeep of that portion of Sara Lane so improved and dedicated under this agreement.

The above Owners, jointly and severally, agree to undertake the construction of the improvements as specified on Exhibit A, and to complete them according to the specifications of Exhibit A and the rules and regulations respecting streets of the City of Pekin.

Date: _____

OWNERS:

CMJ LAND TRUST

MIKE POOLE

JAMES WEDEKIND

ROCKY SNELL

ED CONWAY

THE ESTATE AT LAKEVIEW

PIRO RENTALS

CITY OF PEKIN

DRAFT

Exhibit A

The improvements to Sarah Lane shall conform to the specifications in accordance to Title 10 Chapter 6 Improvement in the City of Pekin Code with the following additions:

10-6-2B Right of Way & Pavement Widths

The City will allow the proposed Right of Way of 40 ft and existing pavement width of 30 ft to be accepted.

10-6-2C Grading

The existing pavement and aggregate are deemed existing materials and will have to be removed to one (1) ft below finished grade

10-6-2F Street Surfacing Requirements:

1. Aggregate Base Course

CA6-R (reclaimed material) will be allowed for base material with source approval by the City Engineer or designated official as an alternate.

A proof roll of the Aggregate base course will be required before paving operations will be allowed

5. Pavement Thickness

Sarah Lane will be considered a local road which requires 8" of Aggregate Base and 3" of Hot Mix Asphalt or 6" of Concrete

10-6-2I Portland Cement Concrete (PCC) Sidewalks

There shall be continuous sidewalks of a minimum width of 4 ft from Sheridan Road to Florence on both sides of the roadway

10-6-2K Sidewalk Access Ramps

The sidewalk access ramps shall conform to most current Public Right of Way Accessibility Guideline (PROWAG)

10-6-3 Utilities

Existing Utilities will be accepted